

NICS eHR Programme

Payroll - Maintaining Employee Data Procedure - Non Industrial Employees

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2 PROCEDURE DEFINITION

2.1 Objective

The objective of this document is to advise HRConnect payroll administrators how to maintain employee data in payroll.

2.2 Scope

This document describes how HRConnect payroll administrators should process and administer the instructions sent from employees, Departmental HR, Corporate HR and authorised third parties.

2.3 Roles and Responsibilities

A Layer 2 advisor will provide clarification on policy and process and may raise any Service Requests related to payroll.

Layer 3 payroll administrators and Team Leaders share responsibility of completing the process contained in this procedure.

2.4 Triggers

This process is triggered:

On receipt of communication from Departmental HR regarding changes as a result of Inefficiency Performance, Inefficiency Sickness Absence or Redundancy

On receipt of communication from Corporate Centre HR regarding changes to Job Related Data

On receipt of approved Eligibility Based Advancement notification from Line Management or Departmental HR

On receipt of approved CMED Nursery Subsidy notification from Departmental HR

On receipt of authorised third party notifications of Allowances or Deductions

On receipt of Temporary Injury Allowance eligibility and dates from CSP

On receipt of a Voluntary Deduction Request Opting in Form from Employers for Childcare

On receipt of notification from other processes to update employee data

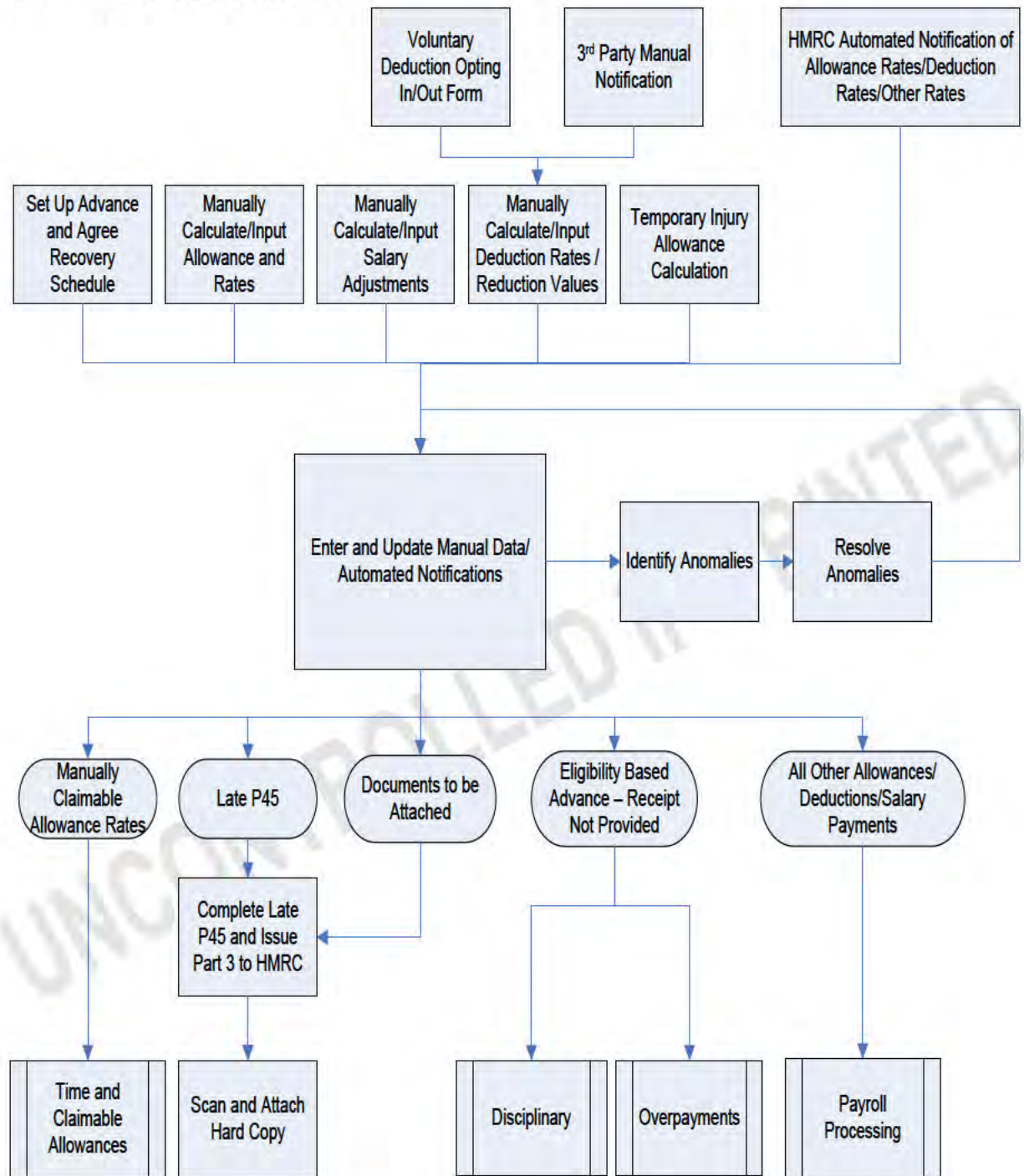
2.5 Related Documentation

HRConnect – HRMS Navigation Document

PD D093 – SSC Procedures including Self Service Release 2.0.

FJSSSC000PRO0382 Pensions Procedure

2.6 Process Flowchart



3 PROCEDURE INSTRUCTIONS

On receipt of a phone call or email from an employee requesting advice or guidance, please complete Section 3.1.

On receipt of request for an update to employee data, please complete Section 3.4.

Section 7 shows the accepted types of communication and the level of approval required to request changes to employee data.

3.1 Payroll Enquiry

NOTE: FOR HCS EMPLOYEE ENQUIRIES, PLEASE COMPLETE SECTION 3.2

Using the Questionnaire Template, NICS policies and FAQs, which can be found in the Knowledge Base, provide advice and guidance to the employee

If the query cannot be answered using these tools, 'warm transfer' to Layer 3 Advice and Guidance or if a 'warm transfer' is not available, please complete Section 3.3

If a Layer 2 advisor cannot answer an email using these tools, please complete Section 3.3

If a Layer 3 payroll administrator cannot answer the query, please complete Section 3.3 and escalate to Team Leader.

3.2 Raise Service Request: PR – Notify LogicaCMG

3.2.1 Task 1 - Notify LogicaCMG of Employee Data Change

Contact LogicaCMG with details of Enquiry or Data Change

Close Task 1.

3.3 Raise Service Request: PR – Payroll Enquiry

This section details the tasks associated with escalating a payroll enquiry to an HRConnect payroll administrator.

3.3.1 Task 1 - Provide Answer to Pay Query

The payroll administrator will complete this step and close the Service Request

Close Task 1.

3.4 Raise Service Request: PR–Maintain Employee Data

3.4.1 Task 1 - Assign administrator to update Payroll

This task will appear in the Universal Work Queue. Once assigned, all subsequent tasks will be opened and actioned by a HRConnect payroll administrator

Close Task 1.

On receipt of a request to update an approved application for eligibility based advancements, please complete Section 3.5.

On receipt of an approved claim for a bicycle loan from Line Management, please complete Section 3.5.

On receipt of a request to update Compensation in Lieu of Notice (CILON) from the Inefficiency Performance, Inefficiency Sickness Absence or Redundancy processes, please complete Section 3.7.

On receipt of an Approved CMED Nursery Subsidy notification from Departmental HR, please complete Section 3.7.

On receipt of a request to update Temporary Injury Allowance Rates from the Sickness Absence process or adjust Temporary Injury Allowance Rates from the Annual Pay Settlement process, please complete Section 3.16.

On receipt of a manual request to update data from a third party, please complete Section 3.8.

If an employee's National Insurance number changes as a result of a pension change, please complete Section 3.11

On receipt of a manual request to update P45 or P46 data, please complete Section 3.12

On receipt of a Voluntary Deduction Request Opting In Form from a Voucher Provider Company, please complete Section 3.13

On receipt of an approved Voluntary Deduction request, please complete Section 3.13

On receipt of an unapproved Voluntary Deduction request, please complete Section 3.14.

On receipt of a request from an employee to update bank details, please complete Section 3.15.

On receipt of Temporary Injury Allowance eligibility and dates from CSP, please complete Section 3.16

On receipt of notification from other processes, to update National Insurance Number, or to produce a P45, please complete Section 4

On receipt of notification to change the Health and Fitness Subsidy, please complete section 3.9

3.5 Application for Eligibility Based Advancement

This section outlines the steps to follow when an application for an advance on an employee's pay is received.

NOTE: IF RECEIPTS ARE NOT RECEIVED AS PROOF OF PURCHASE, HANDOFF TO DEPARTMENTAL HR TO INSTIGATE THE DISCIPLINARY PROCESS.

3.5.1 Open Task Template - PR-Emp Data-Eligible Based Adv

3.5.1.1 Task 1 - Set-up Advance Amount

Figure 1 Element Entry

Open HRMS

Click on the **'Enter and Maintain'** link to open the **Find Person** screen

Search for the employee's record

Click on the **'Assignment'** button to open the **Assignment** screen

Click on the **'Entries'** button to open the **Element Entries** screen

Click in the **'Element Name'** list field in the next available row and select the advance to be paid (for example **'Season Ticket'**).

Click on the **'Entry Values'** button to open the **Entry Values** screen

In the **'Pay Value'** free text field ([Fig 1.a](#)) enter the gross amount of the Advance

Save changes

Close the screen

Save

Close Task 1

Open Task 2.



3.5.1.2 Task 2 - Set-up Repayment Schedule

NOTE: REPAYMENT SCHEDULE MUST BE SET UP TO COMMENCE PAYMENTS IN A FUTURE PAY PERIOD

Figure 2 Recovery Schedule

Open HRMS

Date Track to the next Pay Period

Click on the **'Enter and Maintain'** link to open the **Find Person** screen

Search for the employee's record

Click on the **'Assignment'** button to open the **Assignment** screen

Click on the **'Entries'** button to open the **Element Entries** screen

Click in the relevant **'Element Name'** field and select the recovery element for the advance set up in Section 3.5.1.1 (for example **'Season Ticket Recovery'**)

Click on the **'Entry Values'** button to open the **Entry Values** screen

In the **'Period Recovery Amount'** free text field ([Fig 2.a](#)) enter the amount to be repaid in the payroll period

Ensure that the **'Clear Arrears'** list field ([Fig 2.b](#)) defaults to **No**

Save changes

Close the screen to return to the **Element Entries** screen

Save changes

Close Task 2



3.6 Other Eligibility Based Advancements

If an employee is eligible there are other advancements which they may apply for. These are:

- ◆ Overseas Car Loan Recovery (Recurring)
- ◆ House Purchase Loan Recovery (Recurring)
- ◆ Season Ticket Recovery (Recurring)
- ◆ NIO Bicycle Purchase Recovery (Recurring)

To set up one of these eligibility based advancements complete the procedures below;

3.6.1 Open Task Template: PR-Emp Data-Eligible Based Adv

Figure 3: Elements Screen

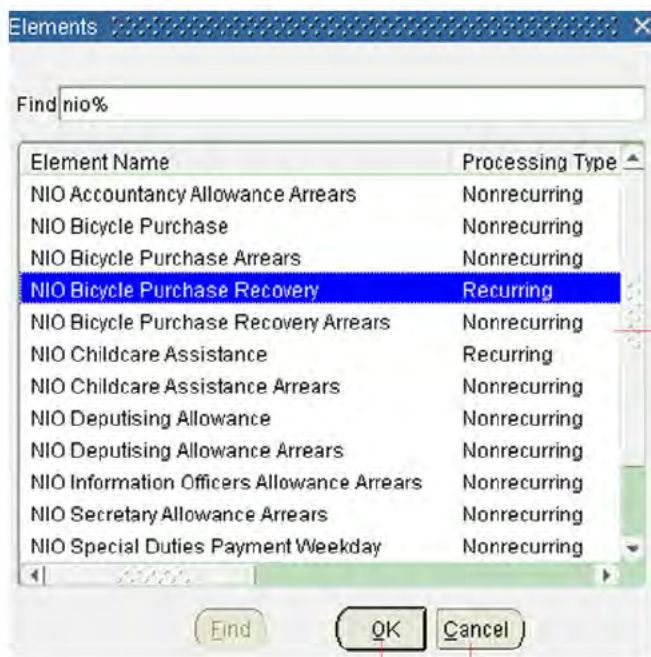


Figure 4: Element Values

Entry Values

Pay Value		A
Period Recovery Amount		B
Clear Arrears	No	C
Deduction Not Taken		
Debt Balance Feed		
Arrears Balance Feed		
Receipt Received	No	D
Further Entry Information		
Date Earned		
Original Date Earned		
Payee Details		
Processing Priority	6500	
☐ Show Adjustment		

3.6.1.1 Task 1 - Set-up Advance Amount

Open HRMS

Click on the **'Enter and Maintain'** link to open the **Find Person** screen

Search for the employee's record

Click on the **'Assignment'** button to open the **Assignment** screen

Click on the **'Entries'** button to open the **Element Entries** screen

Click in the **'Element Name'** list field in the next available row and select the advance to be paid (for example **'Season Ticket'**).

Click on the **'Entry Values'** button to open the **Entry Values** screen

In the **'Pay Value'** free text field ([Fig 4.a](#)) enter the gross amount of the Advance

Save changes

Close the screen

Save

Close Task 1

Open Task 2.

3.6.1.2 Task 2 - Set-up Repayment Schedule

NOTE: REPAYMENT SCHEDULE MUST BE SET UP TO COMMENCE PAYMENTS IN A FUTURE PAY PERIOD

Open HRMS

Date Track to the next Pay Period

Click on the '**Enter and Maintain**' link to open the **Find Person** screen

Search for the employee's record

Click on the '**Assignment**' button to open the **Assignment** screen

Click on the '**Entries**' button to open the **Element Entries** screen

Click in the relevant '**Element Name**' field and select the recovery element for the advance set up in Section 3.5.1.1 (for example '**Season Ticket Recovery**')

Click on the '**Entry Values**' button to open the **Entry Values** screen

In the '**Period Recovery Amount**' free text field ([Fig 4.b](#)) enter the amount to be repaid in the payroll period

Ensure that the '**Clear Arrears**' list field ([Fig 4.c](#)) is set to **Yes** if a receipt is provided – if no receipt is provided ensure the '**Clear Arrears**' list field ([Fig 4.c](#)) is set to **No** then refer to section 3.6.1.3

Save changes

Close the screen to return to the **Element Entries** screen

Save changes

Close.

3.6.1.3 Open Task Template – PR-Emp Data-Advance let1

If a receipt is not provided by the employee this is flagged up via a report. A report **PAYD Loans Review – Receipts Outstanding** is run monthly and it identifies those employees who have not provided a receipt for their advancement. A reminder letter one month after the advance element has been created is issued. Two months after the advancement has been created Payroll consult with DHR to establish the next course of action eg hand off to disciplinary.

Open HRMS

Click on the relevant responsibility – reports are available within all responsibilities

Click on Discoverer

Click on the report PAYD Loans Review – Receipts Outstanding

Identify those employees who have to provide a receipt for an advancement

Click on the '**Enter and Maintain**' link to open the **Find Person** screen

Search for the employee's record

Generate the letter **L Outstanding Receipt**

Send the letter to the employee (Follow Letter Generation Procedures)

Save

Put the task on hold

Two months after the advancement has been paid (and 1 month since the last letter) if the report flags up that the receipt is still outstanding another letter is sent to the employee. Refer to section 3.6.1.4.

3.6.1.4 Open Task Template – PR-Emp Data-Advance let2

Two months after the advancement has been issued Payroll should contact DHR as to the next steps which should be taken eg DHR may request that another letter be sent etc. **Close Task Template PR-Emp Data-Advance let1.**

Open HRMS

Click on the relevant responsibility – reports are available within all responsibilities
 Click on Discoverer
 Click on the report PAYD Loans Review – Receipts Outstanding
 Identify those employees who have to provide a receipt for an advancement
 Click on the 'Enter and Maintain' link to open the **Find Person** screen
 Search for the employee's record
 Generate the letter **L Outstanding Receipt**
 Send the letter to the employee (Follow Letter Generation Procedures)
 Save
 Keep this Task Template on hold



If the matter needs to be referred to Disciplinary then follow the procedures below.

Raise Service Request **GE: Process Handoff**, and handoff to Disciplinary
 Attach the letter **L Outstanding Receipt** to the service request
 Close the Task Template Close Task Template PR-Emp Data-Advance let2.

3.6.1.5 Open Task Template – PR-Emp Data Update System

If a receipt is sent by the employee within the 2 month period then ensure the system is updated. Open the Task Template **PR-Emp Data Update System** and follow the procedures below.

Open HRMS
 Date Track to the next Pay Period
 Click on the 'Enter and Maintain' link to open the **Find Person** screen
 Search for the employee's record
 Click on the 'Assignment' button to open the **Assignment** screen
 Click on the 'Entries' button to open the **Element Entries** screen
 Click in the relevant 'Element Name' field and select the recovery element for the advance set up in Section 3.5.1.1 (for example 'Season Ticket Recovery')
 Click on the 'Entry Values' button to open the **Entry Values** screen
 Ensure that the 'Receipt Received' list field ([Fig 4.d](#)) is set to **Yes** to acknowledge the receipt has been received
 Close the screen to return to the **Element Entries** screen
 Save changes
 Close
 Close either the Task Template PR-Emp Data-Advance let2 or PR-Emp Data-Advance let1.



3.7 CILON, Allowance or Deduction Updates

This section outlines the steps to follow on receipt of a request to update Compensation in Lieu of Notice (CILON) from the Inefficiency Performance, Inefficiency Sickness Absence or Redundancy processes, on receipt of a request to update salary, allowances or deductions, or on receipt of an approved CMED Nursery Subsidy notification from Departmental HR.

For relevant allowances and salary payments please refer to the Time and Claimable Allowances Procedure.

3.7.1 Open Task Template – PR-Emp Data-All, Sal, CILON Ded

3.7.1.1 Task 1 - Update Payroll-All, Sal, CILON or Dedn

If a taxable CILON payment has to be made, please complete section 3.7.1.1.1

If a non taxable CILON payment has to be made, please complete section 3.7.1.1.2

For CMED Nursery Subsidy updates, please complete section 3.7.1.1.3

For all other updates, please complete section 3.7.1.1.4

3.7.1.1.1 Taxable CILON Update

On receipt of the period of notice to be paid in lieu of notice from Departmental HR, calculate the **Cash Amount** to be paid by calculating how much gross pay the employee is due to be paid. 1 month's CILON payment is equal to the employee's annual salary divided by 12.

Open HRMS

Click on the '**Enter and Maintain**' link to open the **Find Person** screen

Search for the employee's record

Click on the '**Assignment**' button to open the **Assignment** screen

Click on the '**Entries**' button to open the **Element Entries** screen

Click in the '**Element Name**' list field in the next available row and select **Compensation in Lieu of Notice Taxable** from the list of values

Click on the '**Entry Values**' button to open the **Entry Values** screen

In the '**Cash Amount**' free text field, enter the amount of the compensation

Save changes

Close the screen

Close Task 1.

3.7.1.1.2 Non Taxable CILON Update

Please complete this section for any Non Taxable CILON payment under £30000 and then complete section 3.7.1.1.1 for all payments over £30000

On receipt of the period of notice to be paid in lieu of notice from Departmental HR, calculate the **Cash Amount** to be paid by calculating how much gross pay the employee is due to be paid. 1 month's CILON payment is equal to the employee's annual salary divided by 12.

Open HRMS

Click on the '**Enter and Maintain**' link to open the **Find Person** screen

Search for the employee's record

Click on the '**Assignment**' button to open the **Assignment** screen

Click on the '**Entries**' button to open the **Element Entries** screen

Click in the '**Element Name**' list field in the next available row and select **Compensation in Lieu of Notice Non Taxable** from the list of values.

Click on the '**Entry Values**' button to open the **Entry Values** screen

In the '**Cash Amount**' free text field, enter the amount of the compensation calculated

Save changes

Close the screen

Close Task 1.

3.7.1.1.3 CMED Nursery Subsidy

Open HRMS

Click on the **'Enter and Maintain'** link to open the **Find Person** screen

Search for the employee's record

Click on the **'Assignment'** button to open the **Assignment** screen

Click on the **'Entries'** button to open the **Element Entries** screen

Click in the **'Element Name'** list field in the next available row and select **Nursery Subsidy** from the list of values.

Click on the **'Entry Values'** button to open the **Entry Values** screen

In the **'Cash Amount'** free text field enter a weekly amount between **0** and **30.00**

Save changes

Close the screen

Close Task 1.

3.7.1.1.4 Other Allowance, Salary or Deduction Update

Open HRMS

Click on the **'Enter and Maintain'** link to open the **Find Person** screen

Search for the employee's record

Click on the **'Assignment'** button to open the **Assignment** screen

Click on the **'Entries'** button to open the **Element Entries** screen

Click in the **'Element Name'** list field in the next available row and select the allowance, salary element or deduction to be paid

Click on the **'Entry Values'** button to open the **Entry Values** screen

In the **'Pay Value'** free text field, enter a cash amount

Save changes

Close the screen

Close Task 1.

The information updated in this section will be picked up and actioned on the next Payroll Run.

3.8 Third Party Manual Notification (Excl. P45)

This section outlines the steps to follow if a manual notification of a change to deduction rates is received from a third party.

A list of the third parties that notifications will be received from can be found in the document entitled 'Payroll Contact Information'.

After any updates outlined in this section have been made, please carry on to Section 3.17 to check for handoffs to other processes.

3.8.1 Third Party Payment Deductions

3.8.1.1 Open Task Template – PR-Emp Data-3rd Party Notify

3.8.1.1.1 Task 1 - Update Payroll with Third Party Notification

Open HRMS

Click on the **'Enter and Maintain'** link to open the **Find Person** screen

Search for the employee's record

Click on the '**Assignment**' button to open the **Assignment** screen

Click on the '**Entries**' button to open the **Element Entries** screen

Click in the '**Element Name**' list field in the next available row and select the relevant Third Party from the list of values:

Click on the '**OK**' button

Click on the '**Entry Values**' button to open the **Element Values** screen

In the '**Fund Selected**' list field, select **Standard**

Save.

The information updated in this section will be picked up and actioned on the next payroll run.

Close Task 1

Open Task 2.

3.8.1.1.2 Task 2 - Add Third Party Notification to Employee Record

Send the original documentation to the mailroom to be scanned and added to the employee's record

Close Task 2.

3.8.2 Student Loan Details

NOTE: ONLY COMPLETE THIS SECTION IF DIRECTED TO BY ANOTHER SECTION OF THIS PROCEDURE OR BY A MANAGER/TEAM LEADER

3.8.2.1 Open Task Template – PR-Emp Data-3rd Party Notify

3.8.2.1.1 Task 1 - Update Payroll with Third Party Notification

Open HRMS

Click on the '**Enter and Maintain**' link to open the **Find Person** screen

Search for the employee's record

Use the Datetrack function in HRMS to set the effective date to the first date of the relevant Pay Period

Click on the '**Assignment**' button to open the **Assignment** screen

Click on the '**Entries**' button to open the **Element Entries** screen

Click in the '**Element Name**' list field in the next available row and select **Student Loan** from the list of values:

When the Cost Allocation screen appears click on '**Cancel**'

Click on the '**Entry Values**' button to open the **Element Values** screen

In the '**Start Date**' calendar field enter the date that Student Loan payments will begin in the format **DD-MON-YYYY**

NOTE: The date that Student Loan deductions should begin can be found on the SL1 notice received from the Student Loan Company (SLC). Should notification be via form P45 or form P46, then deductions should by default commence from the start of the earliest pay period available (i.e. current month).

The information updated in this section will be picked up and actioned on the next payroll run.

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Document Ref: FJS/SSC/000/PRO/0163

Status: Approved

Classification: RESTRICTED

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Close Task 1
Open Task 2.

3.8.2.1.2 Task 2 - Add Third Party Notification to Employee Record

Send the original documentation to the mailroom to be scanned and added to the employee's record

Close Task 2.

3.8.3 Court Order Details (Priority)

3.8.3.1 Open Task Template – PR-Emp Data-3rd Party Notify

3.8.3.1.1 Task 1 - Update Payroll with Third Party Notification

Open HRMS

Click on the '**Enter and Maintain**' link to open the **Find Person** screen

Search for the employee's record

Click on the '**Assignment**' button to open the **Assignment** screen

Click on the '**Entries**' button to open the **Element Entries** screen

Click in the '**Element Name**' list field in the next available row and select **Court Order NTPP** from the list of values

Click on the '**OK**' button

Click on the '**Entry Values**' button to open the **Element Values** screen ([Fig 5](#)).

Figure 5 Priority Court Orders Entry Values

Entry Values(pension test, Mr a)

Type	AEO : Attachment of E	A
Order Amount		B
Protected Pay		C
Initial Debt		D
Fee	0.00	E
Reference		F
Issued By		
Pay Value		
Main CTO Entry	No	
Further Entry Information		
Date Earned		
Original Date Earned		
Payee Details		
Processing Priority	6002	
☐ Show Adjustment		

In the '**Type**' list field ([Fig 5.a](#)) select one of the following from the list of values:

- ◆ AEO: Attachment of Earnings Order
- ◆ AEO_Percent : Schedule 5 Attachment of Earnings
- ◆ CCAEO: Community Charge Order
- ◆ CCAEO_PRE_APRIL: Community Charge Order
- ◆ CTO: Council Tax Order – Post-April-2007
- ◆ CTO: Council Tax Order – Pre-April-2007
- ◆ DEO: Deduction From Earnings Order
- ◆ DEO_Percent: Deduction From Earnings_Protected

In the '**Order Amount**' free text field ([Fig 5.b](#)) enter the amount to be deducted

In the '**Protected Pay**' free text field ([Fig 5.c](#)) enter the amount of minimum pay amount that the employee is entitled to

In the '**Initial Debt**' free text field ([Fig 5.d](#)) enter the amount of the total sum to be repaid

Ensure that the '**Fee**' list field ([Fig 5.e](#)) is defaulted to 0.00

If a reference is required, in the '**Reference**' free text field ([Fig 5.f](#)), enter the reference supplied

Save changes

Close the screen.

The information updated in this section will be picked up and actioned on the next payroll run.

Close Task 1
Open Task 2.



3.8.3.1.2 Task 2 - Add Third Party Notification to Employee Record

Send the original documentation to the mailroom to be scanned and added to the employee's record

Close Task 2.

3.8.4 Court Order Details (Non Priority)

3.8.4.1 Open Task Template – PR-Emp Data-3rd Party Notify

3.8.4.1.1 Task 1 - Update Payroll with Third Party Notification

Open HRMS

Click on the '**Enter and Maintain**' link to open the **Find Person** screen

Search for the employee's record

Click on the '**Assignment**' button to open the **Assignment** screen

Click on the '**Entries**' button to open the **Element Entries** screen

Click in the '**Element Name**' list field in the next available row and select **Court Order Non Priority NTPP** from the list of values:

Click on the '**OK**' button

Click on the '**Entry Values**' button to open the **Element Values** screen ([Fig 6](#)).



Figure 6 Non Priority Court Orders Entry Values

Entry Values(pension test, Mr a)

Order Amount

Protected Pay

Initial Debt

Fee

Reference

Issued By

Pay Value

Further Entry Information

Date Earned

Original Date Earned

Payee Details

Processing Priority

☐ Show Adjustment

In the '**Order Amount**' free text field ([Fig 6.a](#)) enter the amount to be deducted

In the '**Protected Pay**' free text field ([Fig 6.b](#)) enter the amount of minimum pay amount that the employee is entitled to

In the '**Initial Debt**' free text field ([Fig 6.c](#)) enter the amount of the total sum to be repaid

Ensure that the '**Fee**' list field ([Fig 6.d](#)) is defaulted to 0.00

If a reference is required, in the '**Reference**' free text field ([Fig 6.e](#)), enter the reference supplied

Save changes

Close the screen.

The information updated in this section will be picked up and actioned on the next payroll run.

Close Task 1

Open Task 2.

3.8.4.1.2 Task 2 - Add Third Party Notification to Employee Record

Send the original documentation to the mailroom to be scanned and added to the employee's record

Close Task 2.

3.9 Health and Fitness Subsidy

If there is a request to add a Health and Fitness Subsidy to an employee with retained NI Court Service terms and conditions follow the instructions in section 3.9.1. If there is a request to remove a Health and Fitness Subsidy to an employee with retained NI Court Service terms and conditions follow the instructions in section 3.9.2

3.9.1 Adding the Health and Fitness Subsidy Element

To do this; follow the instructions below:

- ◆ Open HRMS
- ◆ Click on the '**Enter and Maintain**' link to open the **Find Person** screen
- ◆ Search for the employee's record
- ◆ Click on the '**Assignment**' button to open the **Assignment** screen
- ◆ Date track to the date required to attach the element
- ◆ Click on the '**Entries**' button to open the **Element Entries** screen
- ◆ Click in the '**Element Name**' list field in the next available row and select the **Health and Fitness Subsidy** element from the list of values
- ◆ Save changes
- ◆ Close the screen

3.9.2 Removing the Health and Fitness Subsidy Element

To do this; follow the instructions below:

- ◆ Open HRMS
- ◆ Click on the '**Enter and Maintain**' link to open the **Find Person** screen
- ◆ Search for the employee's record
- ◆ Click on the '**Assignment**' button to open the **Assignment** screen
- ◆ Date track to the date required to remove the element
- ◆ Click on the '**Entries**' button to open the **Element Entries** screen
- ◆ Click in the '**Element Name**' list field containing the **Health and Fitness Subsidy** element
- ◆ Delete the element
- ◆ Save changes (when prompted, select the '**Update**' option)
- ◆ Close the screen

3.10 Request to Recover Underpaid NI and/or Tax

On receipt of a written request from either the HMRC or NICO (or forwarded to HRConnect by the NICS Dept) that an employee has underpaid Tax and/or National Insurance contributions, follow the below instructions to process the underpayments:

3.10.1 Recovering National Insurance Underpayments

- ◆ Open HRMS
- ◆ Click on the '**Enter and Maintain**' link to open the Find Person screen
- ◆ Search for the employee's record

- ◆ Click on the 'Assignment' button to open the Assignment screen
- ◆ Click on the 'Tax Information' button
- ◆ Click on the 'NI Cat' button
- ◆ Date track to first date of current pay period
- ◆ Check the below two reasons the NI Contributions could be incorrect:
 - Check the employee NI Category is correct, to correct NI Category see section Appendix B– National Insurance categories
 - Check if the NI Calculations are correct, to calculate the NI contributions see section Appendix c – national insurance calculations [Annex C NatInsuCont](#)
- ◆ If the figures match what NICO have provided, see section 3.10.2
- ◆ If the figures do not match what NICO have provided see section 3.10.3

3.10.2 The figures match what NICO have provided

Follow the below instruction:

- ◆ Navigate to G/NICS/Payroll/non industrial non secure live service/PAYROLL REPORTS/UNDERPAYMENT LOGS/NI Underpayments/NI Underpayment Tracker Spreadsheet.xls
- ◆ Open spreadsheet 'NI Underpayment Tracker Spreadsheet'
- ◆ Populate next available row with employees information including the figures provided from NICO
- ◆ Filter the spreadsheet by Colum P 'Dept Asked to Fund Acc NI' set the filter to 'No'
- ◆ Filter the spreadsheet by Colum F 'Dept' set the filter to the employees department.
- ◆ Copy and paste the rows into spreadsheet template 'Account NI' which is saved at G/NICS/Payroll/non industrial non secure live service/PAYROLL REPORTS/UNDERPAYMENT LOGS/NI Underpayments/Account NI Template NI.xls
- ◆ Click 'File'
- ◆ Select 'Save As' save file in the following format <INSERT DEPT> DD/MM/YYYY into the G/NICS/Payroll/non industrial non secure live service/PAYROLL REPORTS/UNDERPAYMENT LOGS/NI Underpayments
- ◆ Open the Email Template 'PR - NI Underpayment to Dept & Acc NI' (Stored in Email centre)
- ◆ Pre populate the template ([Fig 21](#))

Figure 21 – PR - NI Underpayment to Dept & Acc NI Template

Dear XXX,

HRConnect have received notification from the National Insurance Contribution Office in Newcastle (NICO) regarding the underpayments in National Insurance contributions for the attached <Insert Dept> employees. HRConnect have checked the record and can verify that an underpayment has in fact occurred.

In order to correct the National Insurance Contribution Record, could I ask that you transfer a total of <Insert amount> to Account NI for onward payment to NICO.

FAO Account NI:

Bank details to which the payments should be sent are provided in columns O & P (this is a central account used in all cases)

NICO have asked that the Unique Reference in column N is used when transferring this amount to assist them with allocating the incoming funds.

Please can you advise HRConnect when this has been completed via email To NICS@hrconnect.gsi.gov.uk stating in the subject line Payroll Services: 'Underpayment of NI – Payment Sent'

Regards

**HRConnect Agent Name
Payroll Services
HRConnect**

- ◆ Attach the spreadsheet to the email.
- ◆ Type in the Subject Field 'INSERT DEPT> DD/MM/YYYY' NI Underpayments Notification'
- ◆ Update the 'To' field with the recipients work email address, stored at G/Nics/Payroll/contacts/Contacts for Payroll Funds/Funding Contacts – Non Industrial and Industrial/ Dept Contacts for Funding Payover to AccountNI Non Ind.DOC
- ◆ CC in Account NI (ask Payroll Team Leader for email address)
- ◆ BCC the agents HRConnect email address in.
- ◆ Click 'Send'
- ◆ Save the email from outlook to the '**NI Underpayment Folder**' G/NICS/Payroll/non industrial non secure live service/PAYROLL REPORTS/UNDERPAYMENT LOGS/NI Underpayments.
- ◆ Delete the email from outlook.
- ◆ Open Spreadsheet G/NICS/Payroll/non industrial non secure live service/PAYROLL REPORTS/UNDERPAYMENT LOGS/NI Underpayments/NI Underpayment Tracker Spreadsheet.xls
- ◆ Update column **P 'Dept Asked to Fund Acc NI'** to 'Yes'
- ◆ Update column **Q 'Date Dept Asked to Fund Acc NI'** and enter the date in the following format **DDMMYY**.
- ◆ Save and Close
- ◆ END OF THE PROCESS

3.10.3 The figures do not match what NICO have provided

Follow below instruction:

- ◆ Open G:/Drive/Nics/Payroll Service/ Letter Templates
- ◆ Open letter template '**NI does not match**'
- ◆ Populate the letter with the NI information
- ◆ Send letter to address received on NICO's correspondence
- ◆ Save in Employees Payroll Folder

- ◆ Open Spreadsheet G/NICS/Payroll/non industrial non secure live service/PAYROLL REPORTS/UNDERPAYMENT LOGS/NI Underpayments/NI Underpayment Tracker Spreadsheet.xls
- ◆ Populate next available row with employee's information.
- ◆ Update column 'O' to '**No – letter sent to NICO/HMRC on date DD/MM/YYYY**'

NOTE: Only include the correct years (more than one row can be created for an employee if necessary)

- ◆ Save and Close
- ◆ END OF THE PROCESS

3.10.4 Recovering Tax underpayments

- ◆ Open HRMS
- ◆ Click on the '**Enter and Main**
- ◆ **tain**' link to open the Find Person screen
- ◆ Search for the employee's record
- ◆ Date track to the date detailed in the HMRC Letter
- ◆ Click on the '**Assignment**' button to open the **Assignment** screen
- ◆ Click on the '**Tax Information**' button ([Fig 23](#))

Figure 23 Tax Information Screen

The screenshot shows the 'Tax Information' screen with the following elements:

- Tabs:** PAYE Details (selected), NI Details, New Starter, P46 Pension Notification, P46(ExPAT) Notification, New Starter (RTI).
- P45 Section (labeled 'a'):**
 - ☐ Issued
 - Issue Date: []
 - ☐ EOI Sent
 - Override Date: []
 - Manual Issue Date: []
- Tax Information Section (labeled 'b'):**
 - Tax Code: **944L**
 - Tax Basis: **Cumulative**
 - Prev Taxable Pay on P11: **0.00**
 - Prev Tax Paid on P11: **0.00**
 - Refundable: **Yes**
 - Authority: **SOY**
 - P6 Message Date: []
 - P6 Issue Date: []
 - Effective Dates:**
 - From: **06-APR-2013**
 - To: []

- ◆ Review the data saved in the employee folder matches that held on HRMS, including P45 information ([Fig 23](#))

- ◆ Review the Tax error, identify if the employee would be aware of the error – for example- If no tax deducted for nearly a year, discuss with Payroll team leader on how to proceed.

Once error identified, follow the below:

- ◆ If employee should be paying tax back directly to HMRC see section 3.10.5
- ◆ If employee should not be paying tax back directly to HMRC see section 3.10.6
- ◆ If there is a query regarding the tax figures contact the Payroll Team Leader for further instruction.

3.10.5 Employee should be paying tax back directly to HMRC

Follow below instructions;

- ◆ Open G:/Drive/Nics/Payroll Service/ Letter Templates
- ◆ Open letter template '**Letter to HMRC re Tax Underpayment EE**'
- ◆ Update the letter with the employee details
- ◆ Send letter back to address on HMRC's correspondence
- ◆ Save in Employees Payroll Folder on the E Drive
- ◆ Close
- ◆ END OF THIS PROCESS

3.10.6 Employee should not be paying tax back directly to HMRC

Follow the below instructions;

- ◆ Open Spreadsheet G/Nics/Payroll/non industrial non secure live service/PAYROLL REPORTS/UNDERPAYMENT LOGS/Tax Underpayments/Tax Underpayment Tracker Spreadsheet.xls
- ◆ Populate next available row with employee s information including the figures provided from HMRC
- ◆ Filter spreadsheet by Colum M '**Dept Asked to Fund Acc NI**' set the filter to '**No**'
- ◆ Filter spreadsheet by Colum E '**Dept**' set the filter to the employees department.
- ◆ Copy and paste the rows into spreadsheet template '**Account NI**' which is saved at G/Nics/Payroll/non industrial non secure live service/PAYROLL REPORTS/UNDERPAYMENT LOGS/Tax Underpayments/Account NI Template Tax.xls
- ◆ File select Save As **<INSERT DEPT> DD/MM/YYYY**
- ◆ Save and Close
- ◆ Open the Email Template '**PR - Tax Underpayment to Dept & Acc NI**' E-Mail Template (Stored in Email centre)
- ◆ Populate the template ([Fig 23](#))

Figure 23 PR - Tax Underpayment to Dept & Acc NI

Dear XXX,

HRConnect have received notification from HMRC regarding the underpayments in PAYE contributions for the attached <Insert Dept> employees. HRConnect have checked the record and can verify that an underpayment has in fact occurred.

In order to correct the PAYE Record, could I ask that you transfer a total of <Insert amount> to Account NI for onward payment to HMRC.

FAO Account NI:

Bank details to which the payments should be sent are provided in columns O & P (this is a central account used in all cases)

HMRC have asked that the Unique Reference in column N is used when transferring this amount to assist them with allocating the incoming funds.

Please can you advise HRConnect when this has been completed via email to NICS@hrconnect.gsi.gov.uk stating in the subject line Payroll Services: 'Underpayment of TAX – Payment Sent'

Regards

HRConnect Agent Name
Payroll Services
HRConnect

- ◆ Attach the spreadsheet '**<INSERT DEPT> DD/MM/YYYY**'
- ◆ Type in the Subject Field '**<INSERT DEPT> DD/MM/YYYY TAX Underpayments Notification**'
- ◆ Update the 'To' field with the recipients work email address, stored at: G/NICS/Payroll/contacts/Contacts for Payroll Funds/Funding Contacts – Non Industrial and Industrial/ Dept Contacts for Funding Payover to AccountNI Non Ind.DOC
- ◆ CC in Account NI (ask Payroll Team Leader for contact email address).
- ◆ BCC the agents HRConnect email address in.
- ◆ Click '**Send**'
- ◆ Save the email from outlook to the '**Tax Underpayment Folder**' on the G Drive at the following location G/Nics/Payroll/non industrial non secure live service/PAYROLL REPORTS/UNDERPAYMENT LOGS/Tax Underpayments
- ◆ Open Spreadsheet G/NICS/Payroll/non industrial non secure live service/PAYROLL REPORTS/UNDERPAYMENT LOGS/Tax Underpayments/Tax Underpayment Tracker Spreadsheet.xls
- ◆ Update Colum M '**Dept Asked to Fund Acc NI**' to '**Yes**'
- ◆ Update column O '**Date Dept Asked to Fund Acc NI**' and enter the date in the following format **DD/MM/YYYY**.
- ◆ Save and Close
- ◆ **END OF THE PROCESS**

3.10.7 Notification received from AccountNI advising Payment has been sent to HMRC/NICO

- ◆ Upon receipt of email from Account NI advising that payment has been sent, follow the instruction below:
- ◆
- ◆ Open HRMS

- ◆ Raise Service Request **PR-Overpayments**
- ◆ **Open Task Template - PR-Overpay-Rcv Reqd-No Info Reqd**

NOTE: Once the SR has been raised, follow the Overpayment Recovery Procedure in order to recover the monies paid over to HMRC by the departments on their behalf.

- ◆
- ◆ Update the Spreadsheets accordingly as per the underpayment instruction for either Tax/NI Contributions (or both)- pathways to Spreadsheets below:
 - ◆
 - G/NICS/Payroll/non industrial non secure live service/PAYROLL REPORTS/UNDERPAYMENT LOGS/NI Underpayments/NI Underpayment Tracker Spreadsheet.xls or;
 - ◆ G/NICS/Payroll/non industrial non secure live service/PAYROLL REPORTS/UNDERPAYMENT LOGS/Tax Underpayments/Tax Underpayment Tracker Spreadsheet.xls
 - ◆
- ◆ In **NI Tracker**: Update columns B '**Payover Now Made**' to '**Yes**' and column U '**Date Acc NI Paid Over**' to include the date that AccountNI confirm pay over was made.
- ◆ In **Tax Tracker**: Update columns R '**Acc NI Paid Over**' to '**Yes**' and column S '**Date Acc NI Paid Over**' to include the date that AccountNI confirm pay over was made.
- ◆ Save and close
- ◆ END PROCESS

3.11 NI Details

This section outlines the steps to follow if a change to National Insurance details is brought about by a change to pension details.

Figure 7 NI Details

Statutory Details: 01-AUG-2007

NI Number Date of Birth Age

☐ NI Multiple Assignments ☐ PAYE Aggregated Assignments ☐ Exclude From WNU

PAYE Details **NI Details** New Starter

NI Category Certificate **B**

Date of Renewal Pension **D**

Period Type Period **F**

Process Type SCIN **H**

☐ Director Indicator ☐ Pension Indicator

Effective Dates
From To

A C G E

NOTE: IT MAY ONLY BE NECESSARY TO EDIT SOME OF THE FIELDS ON THE FOLLOWING SCREENS BUT ALL OF THE FIELDS HAVE BEEN OUTLINED TO AID NAVIGATION.

Open HRMS

Click on the **'Enter and Maintain'** link to open the **Find Person** screen

Search for the employee's record

Click on the **'Assignment'** button to open the **Assignment** screen

Click on the **'Tax Information'** button to open the **Statutory Details** screen

Select the **'NI Details'** tab

In the **'NI Category'** free text field ([Fig 23.a](#)) select the NI category for the employee

In the **'Certificate'** free text field ([Fig 23.b](#)) select the method of authentication for the employee's category (if applicable)

In the **'Date of Renewal'** calendar field ([Fig 23.c](#)) enter the renewal date for the certificate (if applicable) in the format **DD-MON-YYYY**

In the **'Pension'** list field ([Fig 23.d](#)) select the employee's pension type

In the **'Process Type'** list field ([Fig 23.e](#)) select a process type for the category of employee from the following list:

- ◆ 'Deceased'
- ◆ 'Director'
- ◆ 'Director Normal'
- ◆ 'Director Pro Rate'
- ◆ 'Director Normal Pro Rate'
- ◆ 'Irregular Periods'

- ◆ 'Left Irregular'
- ◆ 'Left Last Year Irregular Payments'
- ◆ 'Left Last Year Regular Payments'
- ◆ 'Left Regular'
- ◆ 'Multiple Periods'
- ◆ 'Normal'
- ◆ 'Pensioner Director'

If **'Irregular Periods'** was selected as the process type:

- ◆ In the 'Period' free text field ([Fig 23.f](#)) enter a number of days

If **'Multiple Periods'** was selected as the process type:

- ◆ In the 'Period' free text field ([Fig 23.f](#)) enter a number of periods

In the **'Period Type'** list field ([Fig 23.g](#)) select a period type to prioritise multiple assignments processing according to period type

Save.

Close the screen.

3.12 P45 / P46 Notification

This section outlines the steps to follow if a P45 or P46 is received from an employee.

If a P45 is received please complete section 3.12.1

If a P46 is received please complete section 3.12.2

3.12.1 P45 Received

3.12.1.1 Insert P45 Details

3.12.1.1.1 PAYE Details

Figure 8 PAYE Details

Statutory Details: 01-AUG-2007

NI Number Date of Birth Age

☐ NI Multiple Assignments ☐ PAYE Aggregated Assignments ☐ Exclude From WNU

PAYE Details **NI Details** New Starter

P45

☐ Issued Issue Date ☐ EDI Sent

Override Date Manual Issue Date

Tax Code Tax Basis

Prev Taxable Pay Prev Tax Paid

Refundable Authority

P6 Message Date P6 Issue Date

Effective Dates
From To

I A C E G H B D F

Open HRMS

Click on the **'Enter and Maintain'** link to open the **Find Person** screen

Search for the employee's record

Click on the **'Assignment'** button to open the **Assignment** screen

Click on the **'Tax Information'** button to open the **Statutory Details** screen

In the **'Tax Code'** free text field ([Fig 8.a](#)) enter the tax code used by the previous employer from the P45

In the **'Tax Basis'** list field ([Fig 8.b](#)) enter the previous tax basis from the P45

In the **'Previous Taxable Pay'** free text field ([Fig 8.c](#)) enter the **'Total Pay to Date'** amount from the P45

In the **'Previous Tax Paid'** free text field ([Fig 8.d](#)) enter the **'Total Tax to Date'** amount from the P45

In the **'Refundable'** list field ([Fig 8.e](#)) select **'Yes'**

In the **'Authority'** list field ([Fig 8.f](#)) select **'P45'** from the list of values

Save.

3.12.1.1.2 P45(3) EDI Details

Figure 9 New Starter P45 (3) EDI Details

The screenshot shows a software window titled 'Statutory Details: 01-APR-2009(Pension-Rework)'. It contains several tabs: 'PAYE Details', 'NI Details', 'New Starter', and 'P45 Pension Notification'. The 'New Starter' tab is active, showing the 'P45(3)' section. This section includes fields for 'Prev Employers PAYE Ref', 'Prev Tax Code', 'Last Payment Period Type', 'Prev Tax Paid Notified', 'Date Left Prev Employer', 'Prev Tax Basis', 'Last Payment Period', and checkboxes for 'Send EDI', 'EDI Sent', 'Continue Student Loan Deductions', and 'Not Paid Between Start and 5 Apr'. Below this is the 'P45' section with checkboxes for 'Send Employer Default Statement C EDI', 'Default EDI Sent', 'Send EDI', and 'EDI Sent', and text fields for 'P45 Statement' and 'P45 Student Loan'. Red lines and letters point to specific fields: B points to 'Date Left Prev Employer', D points to 'Prev Tax Basis', F points to 'Last Payment Period', I points to 'Continue Student Loan Deductions', H points to 'Send EDI', A points to 'Prev Employers PAYE Ref', C points to 'Prev Tax Code', E points to 'Last Payment Period Type', G points to 'Prev Tax Paid Notified', and J points to 'Send Employer Default Statement C EDI'.

If the P45 (3) form is to be sent by EDI (applicable only to Non Secure staff) please complete the following details from the received P45.

Open HRMS

Click on the '**Enter and Maintain**' link to open the **Find Person** screen

Search for the employee's record

Click on the '**Assignment**' button to open the **Assignment** screen

Click on the '**Tax Information**' button to open the **Statutory Details** screen

Select the '**New Starter**' tab

Check the '**Send EDI**' check box ([Fig 9.g](#))

In the '**Prev Employers PAYE Ref**' free text field ([Fig 9.a](#)) enter the value from the received P45

In the '**Date Left Prev Employer**' calendar field ([Fig 9.b](#)) enter the date from the received P45 in the format **DD-MM-YYYY**

In the '**Prev Tax Code**' free text field ([Fig 9.c](#)) enter the value from the received P45

In the '**Prev Tax Basis**' list field ([Fig 9.d](#)) select the value from the received P45

In the '**Last Payment Period Type**' list field ([Fig 9.e](#)) select the value from the received P45

In the '**Last Payment Period**' free text field ([Fig 9.f](#)) enter the value from the received P45

In the '**Prev Tax Paid Notified**' list field ([Fig 9.g](#)) select the value from the received P45

Check the '**Student Loan Deductions to Continue**' box on the P45. If the value in the box is '**Y**', then complete both the following steps:

- ◆ Click in the 'Continue Student Loan Deductions' checkbox ([Fig 9.i](#)).
- ◆ Set up the Student Loans Deduction (see section 3.8.2 for details)

Check the 'Not Paid Between Start and 5 Apr' check box ([Fig 9.j](#)) dependant on the value from the received P45

Save

Close.

The information updated in this section will be picked up and actioned on the next Payroll Run.

If the employee is on Secure payroll, please complete Section 3.12.1.2, otherwise this ends the process.

3.12.1.2 Issue P45(3) to HMRC (Secure Staff only)

Request Hard Copy P45 from the mailroom

Send Hard Copy P45 to HMRC

Add P45 to the employee's record.

The information updated in this section will be picked up and actioned when EDI is next sent.

3.12.2 P46 Received

3.12.2.1 Insert P46 Details

3.12.2.1.1 PAYE Details

Open HRMS

Click on the 'Enter and Maintain' link to open the **Find Person** screen

Search for the employee's record

Click on the 'Assignment' button to open the **Assignment** screen

Click on the 'Tax Information' button to open the **Statutory Details** screen

In the 'Tax Basis' list field ([Fig 8.b](#)) select **Cumulative** from the list of values

Use the following rules to complete the 'Tax Code' free text field ([Fig 8.a](#)) and 'Tax Basis' list field ([Fig 8.b](#))

STATEMENT A

If Statement A is ticked on the P46, enter the emergency code in the 'Tax Code' free text field ([Fig 8.a](#))

In the 'Tax Basis' list field ([Fig 8.b](#)) select **Cumulative** from the list of values

STATEMENT B

If Statement B is ticked on the P46, enter the emergency code in the 'Tax Code' free text field ([Fig 8.a](#))

In the 'Tax Basis' list field ([Fig 8.b](#)) select **Non Cumulative** from the list of values

STATEMENT C

If Statement C is ticked on the P46, In the 'Tax Code' free text field ([Fig 8.a](#)), enter **BR**

In the 'Tax Basis' list field ([Fig 8.b](#)) select **Cumulative** from the list of values

NO STATEMENT/UNSIGNED P46

If none of the Statements are ticked and/or the form has not been signed, in the 'Tax Code' free text field ([Fig 8.a](#)), enter **BR**

In the 'Tax Basis' list field ([Fig 8.b](#)) select **Cumulative** from the list of values
Save.

3.12.2.1.2 New Starter P46 EDI Details

Figure 10 New Starter

If the P46 information is to be sent by EDI (applicable only to Non Secure staff) please complete the following details from the received P46.

Open HRMS

Click on the '**Enter and Maintain**' link to open the **Find Person** screen

Search for the employee's record

Click on the '**Assignment**' button to open the **Assignment** screen

Click on the '**Tax Information**' button to open the **Statutory Details** screen

Select the '**New Starter**' tab

Check the '**Send EDI**' check box ([Fig 10.c](#))

In the '**P46 Statement**' list field ([Fig 10.a](#)) select a statement type from the following list of values:

- ◆ A First job since last 6 April
- ◆ B Only job
- ◆ C Other job or pension

If **Statement D (Student Loans)** is ticked on the P46, complete both of the following steps:

- ◆ In the 'P46 Student Loan' list field ([Fig 10.b](#)) select **D Employee has a Student Loan due for Repayment**
- ◆ Set up the Student Loans Deduction (see section 3.8.2)

Save
Close.

The information updated in this section will be picked up and actioned on the next Payroll Run.

If the employee is on Secure payroll, please complete Section 3.12.2.2, otherwise this ends the process



3.12.2.2 Add P46 to Employee Record (Secure Staff Only)

Request Hard Copy P46 from the mailroom
Send Hard Copy P46 to HMRC
Add P46 to the employee's record.

The information updated in this section will be picked up and actioned on the next Payroll Run.

3.13 Approved Voluntary Deduction Notification

This section outlines the steps to follow if an **approved** voluntary deduction request is received from a third party.

When the SSC receives the Sharing the Caring (StC) online application form or the NIPSA Developing World Fund Form (DWF) the following information supplied must be correctly supplied:

- Name
- Address
- National Insurance Number
- Payroll Number
- Amount

Ensure that one of the following values has been entered in the **Type** field under **Charitable Pledges**:

- N = New Pledge
- A = Additional Pledge
- R = Replacement Pledge

Ensure that one of the following values has been entered in the **Frequency** field under **Charitable Pledges**:

- M = Monthly
- W = Weekly

Do not process the application if the above information has not been provided.

3.13.1 Open Task Template - PR-Emp Data- Appr Vol Dedn Req

3.13.1.1 Task 1 - Check 3rd Party Approved

Ensure that Third Party exists as a pay element on HRMS

Title: Payroll – Non Industrial – Maintaining Employee Data

Document Ref: FJS/SSC/000/PRO/0163

Status: Approved

Classification: RESTRICTED

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Close Task 1
Open Task 2.

3.13.1.2 Task 2 - Check Min Wage and NI levels

This task is only applicable to Employers for Childcare Deductions. If this task is not to be used, please close the Task and open Task 3

Ensure that the Employers for Childcare Salary Sacrifice will not take the employee under minimum wage and National Insurance levels by checking that the employee's details do not appear on the **National Minimum Wage** report

Close Task 2
Open Task 3.

3.13.1.3 Task 3 - Update Voluntary Ded Data

Open HRMS

Click on the '**Enter and Maintain**' link to open the **Find Person** screen

Search for the employee's record

Click on the '**Assignment**' button to open the **Assignment** screen

Click on the '**Entries**' button to open the **Element Entries** screen

Click in the '**Element Name**' list field in the next available row and select the salary sacrifice element to be applied

In the '**Pay Value**' free text field ([Fig 1.a](#)) enter the gross amount of the deduction

Save changes

Close the screen

Close Task 3.

3.14 Unapproved Voluntary Deduction Notification

This section outlines the steps to follow if an **unapproved** voluntary deduction request is received from a third party.

3.14.1 Open Task Template - PR- Emp Data-Unapp Vol Dedn Req

3.14.1.1 Task 1 - Check 3rd Party Approved

Ensure that Third Party Salary Sacrifice is unapproved

Close Task 1

Open Task 2.

3.14.1.2 Task 2 - Reject and Inform Employee

Contact employee and inform them that the third party has not been approved and the deduction cannot be applied

Close Task 2

3.15 Change of Bank Details

If an employee changes their bank details, please complete this section.

3.15.1 Open Task Template – PR-Emp Data-Bank Details

3.15.1.1 Task 1 – Update Bank Details

Figure 11: Personal Payment Method

Figure 12: GB Bank Details

3.15.1.1.1 To Change existing Bank Account Details.

Open HRMS

Click on the **'Enter and Maintain'** link to open the **Find Person** screen

Title: Payroll – Non Industrial – Maintaining Employee Data

Document Ref: FJS/SSC/000/PRO/0163

Status: Approved

Classification: RESTRICTED

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Search for the employee's record

Click on the **'Assignment'** button to open the **Assignment** screen

Click on the **'Others'** button to display the **Navigation Options** screen

Select **'Pay Method'** from the list of values

Click on the **'OK'** button to open the **Personal Payment Method** screen

Click in the **'Bank Details'** field ([Fig 11.d](#)) to open the **GB Bank Details** screen ([Fig 12](#))

In the **'Sort Code'** free text field ([Fig 12.a](#)) enter the sort code in the format **'NNNNNN'**

In the **'Bank Name'** list field ([Fig 12.b](#)) select the name of the bank in which the account is held

In the **'Account Number'** free text field ([Fig 12.d](#)) enter the bank account number in the following format **'NNNNNNNN'**

In the **'Account Name'** free text field ([Fig 12.e](#)) enter the name that the bank account is held under

In the **'Bld Society Account Number'** free text field ([Fig 12.f](#)) enter the building society account roll number

Click on the **'OK'** button ([Fig 12.h](#)) to close the screen

Save.

The information updated in this section will be picked up and actioned on the next Payroll Run.

3.15.1.1.2 To Add new Bank Detail information

Open HRMS

Click on the **'Enter and Maintain'** link to open the **Find Person** screen

Search for the employee's record

Click on the **'Assignment'** button to open the **Assignment** screen

Click on the **'Others'** button to display the **Navigation Options** screen

Select **'Pay Method'** from the list of values

Click on the **'OK'** button to open the **Personal Payment Method** screen

In the **'Name'** list field ([Fig 11.a](#)) select **BACS** from the list of values

Click on the **'Priority'** field ([Fig 11.c](#)) to enter the priority of this payment method in relation to payment methods already used for this employee

Click in the **'Bank Details'** field ([Fig 11.d](#)) to open the **GB Bank Details** screen ([Fig 12](#))

In the **'Sort Code'** free text field ([Fig 12.a](#)) enter the sort code in the format **'NNNNNN'**

In the **'Bank Name'** list field ([Fig 12.b](#)) select the name of the bank in which the account is held

In the **'Account Number'** free text field ([Fig 12.d](#)) enter the bank account number in the following format **'NNNNNNNN'**

In the **'Account Name'** free text field ([Fig 12.e](#)) enter the name that the bank account is held under

In the **'Bld Society Account Number'** free text field ([Fig 12.f](#)) enter the building society account roll number

Click on the **'OK'** button ([Fig 12.h](#)) to close the screen

Save.

The information updated in this section will be picked up and actioned on the next Payroll Run.

3.16 Temporary Injury Allowance

This section outlines the steps to follow when Temporary Injury Allowance eligibility and dates are received from the Sickness Absence Process.

3.16.1 Open Task Template – PR-Emp Data-Temp Injury

3.16.1.1 Task 1 – Update record

Calculate the amount to be paid. This amount can be calculated by following the instruction in the Injury Benefits Seminar Circular issued by Civil Service Pensions.

Figure 13 Temporary Injury Allowance Element Screen



Open HRMS

Click on the **'Enter and Maintain'** link to open the **Find Person** screen

Search for the employee's record

Click on the **'Assignment'** button

Click in the **'Element Name'** list field in the next available row and select **'Civil Service Injury Benefits Scheme'** from the list of values

Click on the **'Entries Value'** button to open the **Entry Values** screen ([Fig 13](#))

In the **'Annual Amount'** field enter the annual rate of the Allowance ([Fig 13.a](#)) eg 12000.00 (£12000.00) or 10000.00 (£10000.00)

Save

Close

If appropriate, attach **Statement of Social Security Benefits** to the employee's record

Generate Letter **XXXXX** and send to employee (Follow Letter Generation Procedure)

Close Task 1.

3.16.2 End Dating Temporary Injury Allowance

When an employee is no longer in receipt of Temporary Injury Allowance HRServices will have to inform Payroll (via the service request GE:Process Handoff) that the employee is no longer in receipt of TIA (Temporary Injury Allowance). The TIA should be terminated.

Open HRMS

Click on the '**Enter and Maintain**' link to open the **Find Person** screen

Search for the employee's record

Click on the '**Assignment**' button

Click on the '**Elements**' button

Find the element named Temporary Injury Allowance

In the '**End Date**' field click on the drop down field and select the date the TIA is to finish on or type in the date the TIA is to finish on in the format **DD-MON-YYYY**

Click on '**OK**'

Save

Close

3.17 Excess Fares

3.17.1 Handoff from Resourcing

Resourcing will hand off the excess fare calculation to Payroll through the SR GE: Process Handoff. Follow the procedures below to ensure the calculation received is accurate. If the calculation is inaccurate follow the procedures in section 3.17.7. For further information on cases where recalculation may be required, please see section 3.17.5.

3.17.2 Checking the calculation

All calculations received from DHR should be checked for accuracy. Follow the procedures below to check the calculation received from DHR.

3.17.2.1 Checking Public Transport Rates

Public Transport Rates between the employee's home and their place of work should be confirmed with Translink. Contact Translink on 02890666630.

Translink Journey Planner can also be used to gather information on times and locations:

<http://www.translink.co.uk/journeymaps/homelevel.asp?myradio=from&b=Departure%20point&e=Destination&mycounter=1&q=6079>

Any discrepancies please refer to section 3.17.7.

3.17.2.2 Checking mileage/Distance

Use the following web sites to check the travel distance claimed between home location and office location.

NICS have approved the following website to check/measure distances:

Google Maps (<http://maps.google.co.uk/>)

Any discrepancies please refer to section 3.17.7.

3.17.3 Excess fares Examples

The following examples provide some guidance on the possible scenarios around excess fares. Please note in these scenarios B1 refers to travel to new permanent station using public transport and B2 is travel to new permanent station by car (as the driver).

3.17.3.1 Scenario 1: Officer is not an essential car user and journey to new permanent station can reasonable be made using public transport.

Actual cost of travel to old permanent station "A" by public transport:

Weekly return ticket from Ulsterbus = £15.00

Daily rate = $(£15.00 \div 5) = £3.00$

Travel from home to new permanent station "B1" by public transport:

40 multi journey ticket from Ulsterbus (deemed to be the cheapest available ticket) = £80.00

Daily rate = $(£80.00 \div 20) = £4.00$

Travel from home to new permanent station "B2" by car:

40 miles return journey x £0.257 = £10.28

Excess Fares Allowance payable using PTFR ("B1" – "A"):

Daily Excess Fares Allowance payable = $(£4.00 - £3.00) = £1.00$

Excess Fares Allowance payable using PTR ("B2" – "A"):

Daily Excess Fares Allowance payable = $(£10.28 - £3.00) = £7.28$

Therefore the Primary Daily Excess Fares Allowance is set at £1.00. The Secondary Daily Excess Fares Allowance is £7.28 and is to be claimed for when the officer has to take their car to work to carry out official business.

3.17.3.2 Scenario 2: Officer is an essential car user

Officer states mileage from home to old permanent station "A" = 20 miles return

Officer states mileage from home to new permanent station "B" = 38 miles return

Officer claims excess of 18 miles.

SSC checks mileage from home to old permanent station "A" = 21 miles return

SSC checks mileage from home to new permanent station "B" = 37 miles return

SSC calculates excess of 16 miles.

Two mile variance can be applied therefore proceed with 18 miles excess.

Daily Excess Fares Allowance payable using PTR:

$$18 \text{ miles excess journey} \times £0.257 = £4.63$$

SSC also calculates the cheapest available method of public transport from the officer's home to new permanent station.

Actual cost of travel to old station "A" by car:

$$\text{Daily rate} = 20 \text{ miles} \times £0.257 = £5.14$$

Travel from home to new permanent station "B1" by public transport:

$$40 \text{ multi journey ticket from Ulsterbus} = £106.00$$

$$\text{Daily rate} = (£106.00 \div 20) = £5.30$$

Excess Fares Allowance payable using PTFR ("B1" – "A"):

$$\text{Daily Excess Fares Allowance payable} = (£5.30 - £5.14) = £0.16$$

Therefore the Primary Daily Excess Fares Allowance is set at £4.63. The Secondary Daily Excess Fares Allowance is £0.16 and is to be claimed for when the officer does not drive to work.

3.17.3.3 Scenario 3: Officer is promoted after 2.5 years of the 3 year cycle and all posts have essential car user status.

The daily rates for "A" and "B" have already been calculated under the original application. In all instances it will be the primary daily excess fares allowance at the previous permanent station which is used to calculate the daily rates at the new permanent station. (C1 refers to travel to new permanent station using public transport and C2 is travel to new permanent station by car (as the driver)).

$$\text{Cost of daily travel from home to "A"} = £5.14$$

$$\text{Cost of daily travel from home to "B2" by car} = £12.85$$

$$\text{Cost of daily travel from home to "B1" by public transport} = £7.50$$

Cost of daily travel from home to "C2" by car = £25.70

Cost of daily travel from home to "C1" by public transport = £13.50

Timeline	Calculation	Figures	Daily Excess Fares Allowance
First 2.5 years	B2 – A (1 st primary rate) B1 – A	£12.85 - £5.14 £7.50 - £5.14	£7.71 £2.36
Last 6 months of the first EFA period	C2 – A (2 nd primary rate) C1 – A	£25.70 - £5.14 £13.50 - £5.14	£20.56 £8.26
The last 2.5 years of the second EFA period	C2 – B2 (3 rd primary rate) C1 – B2	£25.70 - £12.85 £13.50 - £12.85	£12.85 £0.65

3.17.3.4 Scenario 4: Officer is promoted after 1.5 years of the 3 year cycle and then permanent station is relocated after 2.5 years of the first 3 year cycle. Travel by public transport is reasonable to all permanent stations.

Cost of daily travel from home to "A" = £5.14

Cost of daily travel from home to "B1" by public transport = £7.50

Cost of daily travel from home to "B2" by car = £12.85

Cost of daily travel from home to "C1" by public transport = £13.50

Cost of daily travel from home to "C2" by car = £25.70

Cost of daily travel from home to "D1" by public transport = £12.50

Cost of daily travel from home to "D2" by car = £20.56

Timeline	Calculation	Figures	Daily Excess Fares Allowance
First 1.5 years	B2 – A B1 – A (1 st primary rate)	£12.85 - £5.14 £7.50 - £5.14	£7.71 £2.36
Next 12 months of the first EFA period	C2 – A C1 – A (2 nd primary rate)	£25.70 - £5.14 £13.50 - £5.14	£20.56 £8.36

The last 6 months of the first EFA period	D2 – A D1 – A (3 rd primary rate)	£20.56 – £5.14 £12.50 – £5.14	£15.42 £7.36
The last 1.5 years of the second EFA period	D2 – B1 D1 – B1 (4 th primary rate)	£20.56 – £7.50 £12.50 – £7.50	£13.06 £5.00
The last 1 year of the third EFA period	D2 – C1 D1 – C1 (5 th primary rate)	£20.56 – £13.50 £12.50 – £13.50	£7.06 £0.00

3.17.4 Configuring the employee for excess fares

Figure 14: 'People' Screen

People

Name

Last First Title Prefix Suffix Middle

Gender **Male** Action

Person Type for Action

Person Types

Employee

Identification

Employee NI Number

Personal Employment Office Details Applicant Rehire Further Name Other Benefits

Birth Date Age

Town of Birth Status

Region of Birth Nationality

Country of Birth Disabled

Effective Dates

From **05-JAN-2006** To Latest Start Date **05-JAN-2006** | ... |

Address **Picture** **Assignment** **Special Info** **Others...**

a **b**

Figure 15: 'NICS People Group' Screen

Organisation **NICS** c

Department or Public Body **DSD-SSA** d

Pay Group e

Pension Scheme **C** Classic

Supplementary Scheme

Excess Fares b

Timecard 3 Month Change

Payroll Only Claimant **No** f

Deputising a

Overseas

OK Cancel Clear Help

3.17.4.1 Record Eligibility

To record that the employee is eligible to receive an Excess Fares Allowance use the Datetrack function to change the effective date to the start date of the excess fares entitlement – the system will automatically update once the date is reached.

NOTE: IF THE PRO FORMA IS NOT RECEIVED WITHIN 3 MONTHS OF THE EMPLOYEE STARTING THEIR NEW POST, EXCESS FARES WILL BE APPLIED FROM THE DATE OF RECEIPT OF THE FORM.

- ◆ Open HRMS
- ◆ Click on the 'Enter and Maintain' link to open the **Find Person** screen
- ◆ Search for the Employee's record
- ◆ Click on the **Assignment** button ([Fig 14.a](#)); to open the **Assignment** screen
- ◆ Click in the 'Group' field to open the **NICS People Group** screen
- ◆ In the 'Excess Fares' list field ([Fig 15.b](#)); select one of the following from the list of values:
 - 'Daily Rate'
 - 'Lump Sum'

NOTE: THERE IS DISCRETION TO PAY EFA ON TRANSFER AS A LUMP SUM. IT IS ENVISAGED THAT THIS DISCRETION WILL NORMALLY ONLY BE USED IN CASES WHERE THERE IS A CLEAR NEED FOR SUCH PAYMENT E.G. WHERE THE INDIVIDUAL NEEDS TO BUY A CAR TO MAKE THE JOURNEY TO THE NEW PLACE OF WORK. FURTHER GUIDANCE CAN BE FOUND IN PARAGRAPH 4.6.17 4.6.21 ON THE NICS STAFF HANDBOOK SECTION ON CONCESSIONARY TRAVEL. APPROVAL TO PAY THE LUMP SUM SHOULD COME FROM THE RELEVANT DEPARTMENTAL HR.

- ◆ Click 'OK' to close screens
- ◆ Save and close

3.17.4.2 Configure the element

Figure 16: Excess Fares Rate element

Period: 7 2008 Calendar Month 01-OCT-200

Classification:

Processing Types: ☐ Recurring, ☐ Nonrecurring, ☒ Both

Override: ☐ Additional, ☐ Processed, ☐ Retroactive

Element Name	Processing Type	Costing	Reason	Effective Dates From	Effective Dates To
NI	Recurring			15-JAN-2008	
PAYE Details	Recurring			15-JAN-2008	
PCSPS NI ASLC Band	Recurring			15-JAN-2008	
Partnership Standar EES OCP	Recurring			29-FEB-2008	16-OCT-2008
Partnership Standar ERS OCP	Recurring			29-FEB-2008	16-OCT-2008
Buyout	Recurring			15-JAN-2008	
Annual Leave Accrual Plan Day	Recurring			15-JAN-2008	
Time Off in LIEU	Recurring			15-JAN-2008	
Flexi Time	Recurring			15-JAN-2008	
Salary Non Industrial	Recurring			15-JAN-2008	
Excess Fares Rate	Recurring			01-OCT-2008	16-OCT-2008

Buttons: Entry Values (B), Balance Grossup (A)

Figure 17: Excess Fares Properties

Daily Rate (A)

End Date (B)

PTFR Rate (C)

Further Entry Information:

Date Earned

Original Date Earned

Payee Details

Processing Priority: 500

- ◆ Open HRMS
- ◆ Find the employee
- ◆ Click on the 'Assignment' button ([Fig 14.a](#)) to open the **Assignment** screen
- ◆ Click on the 'Entries' button to open the **Element Entries** screen
- ◆ Create a new element
- ◆ From the drop down list select 'Excess Fares Rate' element (Fig 16.a)
- ◆ Click on the 'Entry Values' ([Fig 16.b](#)) button
- ◆ In 'Daily Rate' field ([Fig 17.a](#)) enter the daily rate
- ◆ In 'End Date' field ([Fig 17.b](#)) enter the date the daily rate ends on, as provided by Resourcing
- ◆ In 'PTFR Rate' field ([Fig 17.c](#)) enter the Public Transport Rate
- ◆ Save
- ◆ Close



3.17.4.3 Generate and Issue Communications

- ◆ Open HRMS
- ◆ Click on the 'Enter and Maintain' link to open the **Find Person** screen
- ◆ Search for the employee's record
- ◆ Generate **L Excess Fares - Confirmation of Change** letter (follow **Outgoing Letter Generation** procedure – **Export Data** section)

NOTE: FOR SENIOR CIVIL SERVANTS A COPY OF LETTER WILL BE SENT TO CORPORATE CENTRE.

3.17.5 Scenarios Requiring Recalculation of EFA

3.17.5.1 Officer Moves Home Address

If an officer moves home address their daily rate of EFA allowance should be re-assessed for the balance of the three year period using the new home address in the calculation. If the resulting daily excess is greater than previously paid the officer should remain on the daily rate currently in payment. The rate should never be increased as a result of an officer moving home address. Where the new daily excess is less than previously paid the officer will move to the lesser rate payable for the balance of the three year cycle. A notification should be issued to the officer and authorising officer of any revised rate. The officer should advise SSC immediately, by phone or email, of any change of home/office address of any officer who is in receipt of EFA.

3.17.5.2 Change Of Inpost Status

The SSC should be aware that a post may change where it is not a necessity for the officer to have their car at post every day. In these cases PTFR would apply and PTR would only be appropriate on those days on which the officer carries out official business from their new permanent station.

3.17.6 OTL Aspect

Loginto the employee self service
Expand the HRConnect Employee Self-Service menu
Scroll down to reveal the remainder of the list

NOTE: BEFORE SUBMITTING A CLAIM FOR ADDITIONAL TRAVEL TIME YOU MUST HAVE PREVIOUSLY ENTERED YOUR NORMAL TRAVEL TIME ONTO HRCONNECT.

Click on the 'Create Timecard' button to open the **Time, Overtime and Allowance Entry** screen (Fig 18)

Figure 18: Time, Overtime and Allowance Entry screen

In the 'Period' list field ([Fig 18.a](#)), select the weekly period in which the Excess Fares was claimed

In the 'Hours or Allowance Type' list field ([Fig 18.b](#)), select one of the following from the list of values, as appropriate:

- * Excess Fares Days Claimed – Primary (Days) ([Fig 18.c](#))
- * Excess Fares Days Claimed – Secondary (Days) ([Fig 18.d](#))

In the relevant 'Hours/Days' field(s) ([Fig 18.e](#)), enter '1'

Repeat for all relevant weeks

Save

Close

3.17.7 Inaccurate Calculation

If the calculation sent to Resourcing is inaccurate Payroll should follow the procedures below:
Configure the employee's record for Excess Fares using the calculation performed by Payroll
Email the employee to inform them of the correct Excess Fares rate that will be used for their claim, providing them with details of the calculation used to arrive at this rate.

3.18 Civil Service Fines

3.18.1 Handoff from HR Services

HR Services will hand off the value of the fine to Payroll through the SR GE: Process Handoff. Follow the procedures below to update the system with the details of the fine.

3.18.2 Configuring the fine

Please note; two elements are required in order to setup a Civil Service Fine:

Civil Service Fines – This element is used to setup the initial debt of the fine which has been imposed on the employee i.e. the total amount to be deducted from the employee over the course of one or more pay periods.

Civil Service Fines Recovery – This element is used to recover the debt (created using the Civil Service Fines element above) and will automatically end date itself within Element Entries as soon as the total debt has been recovered from the employee over the course of one or more pay periods. The amount to be deducted from the employee each pay period is defined by the user i.e. 'Period Recovery Amount'

- ◆ Open HRMS
- ◆ Click on the '**Enter and Maintain**' link to open the Find Person screen
- ◆ Search for the employee's record

NOTE: USE THE DATETRACK FUNCTION IN HRMS TO SET THE EFFECTIVE DATE TO THE FIRST DATE OF THE PAY PERIOD

- ◆ Click on the '**Assignment**' button (Fig 21.a) to open the **Assignment** screen
 - ◆ Click on the '**Entries**' button to open the **Element Entries** screen
- In a new '**Element Name**' list field, select '**Civil Service Fines**' from the list of values
- ◆ Click on the '**Entry Values**' button to open the **Entry Values** screen ([Fig 19](#))



Figure 19: **Entry Values** (Civil Service Fines) screen

Entry Values

Pay Value

Cash Amount a

Further Entry Information

Date Earned

Original Date Earned

Payee Details

Processing Priority 500

- ◆ In the '**Cash Amount**' free text field ([Fig 19.a](#)) enter the total amount of the fine
- ◆ Save
- ◆ Close the form to return to the **Element Entries** screen

In a new '**Element Name**' list field, select '**Civil Service Fines Recovery**' from the list of values

- ◆ Click on the '**Entry Values**' button to open the **Entry Values** screen ([Fig 20](#))

Figure 20 Entry Values (Civil Service Fines Recovery) screen

Entry Values

Pay Value

Period Recovery Amount

Clear Arrears No

Deduction Not Taken

Debt Balance Feed

Arrears Balance Feed

Further Entry Information

Date Earned

Original Date Earned

Payee Details

Processing Priority 6500

☐ Show Adjustment

- ◆ In the 'Period Recovery Amount' free text field ([Fig 20.a](#)) enter the amount to be deducted each pay period
- ◆ In the 'Clear Arrears' list field ([Fig 20.b](#)) will default to 'No' and MUST be left as such
- ◆ Save
- ◆ Close

3.19 Handoffs

3.19.1 Handoffs to Payroll Processing

The following actions have a handoff to the **Payroll Processing** process. No communication is required as the changes will be picked up automatically on the next payroll run:

- ◆ P45 figures, SSA benefit rates, Pension Option changes
- ◆ Advancements recovery schedule values
- ◆ Enforcement of Judgement Orders (EJO)
- ◆ Manually inputted allowances defined in Do78/Do79
- ◆ Manually inputted salary payments defined in Do78/Do79
- ◆ Manually inputted deductions defined in Do78/Do79
- ◆ Selected voluntary deductions – Start and End Dates.



3.19.2 Handoffs to Departmental HR

Open the 'Ge - Process Handoff' Service Request to handoff the following to Departmental HR to instigate the **Disciplinary** process:

- ◆ Enforcement of Judgement Orders (EJO)
- ◆ Season Ticket/Bicycle - Proof of purchase not provided. (NIO employees only).

3.19.3 Handoffs to Overpayments

Open the 'Ge - Process Handoff' Service Request to handoff the following to the **Overpayments** process:

- ◆ Season Ticket/Bicycle - Proof of purchase not provided. (NIO employees only).

3.19.4 Handoffs to Time and Claimable Allowances and Expenses

Open the 'Ge - Process Handoff' Service Request to handoff the following to the **Time and Claimable Allowances and Expenses** process:

- ◆ Do78/Do79 - Manually claimable allowance rates.

4 OTHER EMPLOYEE DATA UPDATES

4.1 Producing a Manual P45

If a P45 has to be produced manually, produce the P45 and then:

Open HRMS

Click on the 'Enter and Maintain' link to open the **Find Person** screen

Search for the employee's record

Click on the 'Assignment' button to open the **Assignment** screen

Click on the 'Tax Information' button to open the **Statutory Details** screen

In the 'Override Date' calendar field ([Fig 8.g](#)) enter the date that the employee's contract was terminated in the format **DD-MON-YYYY**

In the 'Manual Issue Date' calendar field ([Fig 8.h](#)) enter the date that the new P45 details were issued in the format **DD-MON-YYYY**

Check the 'Issued' check box ([Fig 8.i](#))

Save.

NOTE: IF THE PERSON IS RETIRING THEN THE P45 SHOULD BE SENT TO NICS PENSIONS AND NOT TO THE EMPLOYEE.

4.2 Producing a System P45

Open HRMS

Click on the 'Processes and Reports' link

Click on the 'Submit Processes and Reports' link

Select 'Single Request' in the Submit a New Request screen to open the Submit Request screen

Click on the 'OK' button to open the **Submit Request** screen

In the 'Name' list field select 'P45 Process' from the list of values

Click in the 'Parameters' field to open the **Parameters** screen

The 'Start Date' calendar field defaults to the start of the tax year in the format **DD-MON-YYYY**

In the 'Effective Date' calendar field enter the start of a date range in the format **DD-MON-YYYY**

In the 'End Date' calendar field enter the current date in the format **DD-MON-YYYY**

In the 'Employer's PAYE Reference' free text field, enter the PAYE Reference

In the 'Stationery Style' list field, select **Laser** from the list of values

Ensure that the 'Perform Validation for EDI' list field has defaulted to **Yes**

Ensure that the 'Defer Printing' list field has defaulted to **No**

Click on the 'OK' button

On the 'Submit Request' screen, click on the 'Submit' button to run the process.

NOTE: IF THE PERSON IS RETIRING THEN THE P45 SHOULD BE SENT TO NICS PENSIONS AND NOT TO THE EMPLOYEE.

4.3 National Insurance Number

An employee may submit a National Insurance Change to HRConnect using one of the following:

- ◆ HMRC Issued National Insurance Form
- ◆ HMRC Issued National Insurance Card

Figure 21: People Screen

The screenshot shows the 'People' screen in HR Connect. The form is divided into several sections:

- Name:** Last, First, Title, Prefix, Suffix, Middle.
- Gender:** Male.
- Action:** (Dropdown menu).
- Person Types:** (Dropdown menu, currently showing 'Seconded In - Paid').
- Identification:** (Dropdown menu, currently showing 'Employee').
- NI Number:** (Text field, currently showing 'ZZ33').
- Personal:** Birth Date, Town of Birth, Region of Birth, Country of Birth, Age, Status, Nationality, Disabled.
- Effective Dates:** From (06-FEB-2007), To, Latest Start Date (06-FEB-2007).
- Buttons:** Address, Assignment, Special Info, Others...

Red lines with letters (a-m) point to specific fields:

- a: Action
- b: Person Type for Action
- c: Person Types
- d: Identification
- e: NI Number
- f: NI Number
- g: Address
- h: NI Number
- i: Status
- j: Town of Birth
- k: Region of Birth
- l: Country of Birth
- m: Nationality

Open HRMS

Click on the 'Enter and Maintain' link to open the Find Person screen

Search for the Employee's record

In the 'NI Number' free text field ([Fig 21.h](#)); enter the new NI number in the correct format – see below.

NOTE: THE NATIONAL INSURANCE NUMBER SHOULD BE KEYED IN CAPITALS!!
ENSURE THE NI NUMBER IS KEYED IN CAPITALS

Save

Close the People screen.

4.4 New Hire handoff to Payroll

When a new employee joins NICS Resourcing hands off to Payroll. A New Hire form will be attached to the GE: Process Handoff Service Request which will contain the employee's Bank Details, Sort Code, Account Number etc.

Ultimately we need to make sure they are capable of receiving payment (via quickpay) prior to the main payroll run.

Several steps are involved in inputting new hire details which impact upon payroll;

- ◆ Checking the employee's pension status
- ◆ Ensure the employee is on the correct National Insurance Category
- ◆ Ensure the payment method has been setup correctly
- ◆ Confirm PAYE details

4.4.1 Check employee Pension status

Our Date Track date for these changes will be the employees joining date.

By default, New Hires are supposed to default into the 'Nuvos' Pension Scheme so we aim to ensure this happens – or if necessary make alternative arrangements.

If the employee **opts to be in** the Pension Scheme, we need to set their 'Pension Scheme' indicator to be **'N' for Nuvos**.

If the employee **opts out** from being in the Pension Scheme, we need to set their 'Pension Scheme' indicator to be if not **'Z' for Other Arrangements**.

If this is not indicated on the New Hire form, we should by default choose to opt the employee in to the Nuvos Pension Scheme ie **'N' for Nuvos**.

Figure 22: Group Field

Assignment: 30-NOV-2008

Organization	DETI, Insolvency	Group	NICS DETI N No
Job	Administrative Other	Position	Administrative Assistant Insolvency 146577
Grade	NON Administrative Assistant 001 338	Payroll	Non Industrial Non Secure
Location	Fermanagh House	Status	Terminate Assignment

Assignment Number: [] Collective Agreement: []
 Assignment Category: Full-Time Employee Category: Permanent

Salary Information | Supervisor | Probation & Notice Period | Standard Conditions | Statutory Information

Salary Basis: Personal Pay Point

Review Salary: Every [] [] Review Performance: Every [] []

Effective Dates: From 01-NOV-2008 To []

Salary | Element Entries | Tax Information | Time Entries | Others...

B

Figure 23: Pension Scheme Code

NICS People Group

Organisation	NICS	NICS
Department or Public Body	DETI	Dept Trade & Investment
Pay Group		
Pension Scheme	N	Nuvos
Supplementary Scheme		
Excess Fares		
Timecard 3 Month Change		
Payroll Only Claimant	No	
Deputising		
Overseas		

OK Cancel Clear Help

A

Open HRMS

Find employee

Date track forward to the employee's start date

Click on the '**Assignment**' button

Click on the '**Group**' field ([Fig 22.a](#))

In the '**Pension Scheme Code**' field ([Fig 23.a](#)) check the appropriate code is there

- ◆ N = Nuvos
- ◆ Z = No Pension

If appropriate change the Pension Scheme Code for the employee

Save

Close

4.4.2 Employee configured for correct National Insurance Category

Statutory Details: 30-NOV-2008

NI Number [REDACTED] Date of Birth [REDACTED] Age [REDACTED]

☐ NI Multiple Assignments ☐ PAYE Aggregated Assignments ☐ Exclude From WNU

PAYE Details | **NI Details** | New Starter | P46 Pension Notification

NI Category **D** Certificate **N/A for A, D, F or X**

Date of Renewal [REDACTED] Pension **Contracted out**

Period Type [REDACTED] Period [REDACTED]

Process Type **Normal** SCON [REDACTED]

☐ Director Indicator ☐ Pension Indicator

Effective Dates
From **01-NOV-2008** To [REDACTED]

Open HRMS

Find employee

Click on the 'Assignment' button

Click on the 'Tax Information' button ([Fig 22.b](#))

Click on the 'NI Details' tab ([Fig 23.a](#))

In the 'NI Category' field ensure the Process Type is set to 'Normal' ([Fig 23.b](#))

If appropriate change the process type

Save

Close

4.4.3 Ensure Payment Method (and bank details) have been configured

Figure 24: Pay Method

Navigation Options

Find p%

P45

Pay Method

Find OK Cancel

Figure 25: Pay Method Main Screen

Personal Payment Method: 30-NOV-2008

Name BACS Type BACS Tape Priority 1

Balance Currency GBP Balance Amount Percentage 100.00

Payment Currency GBP

Bank Details

Payee

Type None Name

Effective Dates

From 03-NOV-2008 To

Further Information

Figure 26: Bank Details

Open HRMS

Find employee

Click on the 'Assignment' button

Click on the 'Others' button

Select the 'Pay Method' option ([Fig 24.a](#))

Complete the Payment Method Details ([Fig 25.a-c](#))

- ◆ Name = BACS
- ◆ Type = BACS Type
- ◆ Priority = 1

Click on the 'Bank Details' drop down list ([Fig 25.d](#)) and configure accordingly

- ◆ Sort Code ([Fig 26.a](#))
- ◆ Bank Name ([Fig 26.b](#))
- ◆ Account Number ([Fig 26.c](#))
- ◆ Account Name ([Fig 26.d](#))

NOTE: IF BANK DETAILS ARE NOT PROVIDED THE SORT CODE TABLE USED BY PAYROLL CAN BE USED TO GATHER BANK DETAILS.

4.4.4 PAYE Details

Figure 27: PAYE Details

The Tax Code for new hires will default to BR Cumulative so, unless you have received a P45 or P46 attached to the New Hire SR. This can be updated at a later stage when the P45 / P46 reaches payroll via the mailroom.

Open HRMS

Find employee

Click on the 'Assignment' button

Click on the 'Others' button

Select the 'Pay Method' option ([Fig 24.a](#))

In the 'Tax Code' field ([Fig 27.a](#)) ensure the Tax Code is set to 'BR', if not configure appropriately

In the 'Tax Basis' field ([Fig 27.b](#)) ensure it is configured as 'Cumulative', if not configure appropriately

Save

Close

A quick pay needs to be run to ensure the employee will be paid. Refer to Section 4.4.5.

4.4.5 Run Quick Pay

QuickPay: 30-NOV-2008

QuickPay Run	
Date Paid 27-NOV-2008	Period 8 2008 Calendar Month
Date Earned 30-NOV-2008	Run Type Standard Run
Consolidation Set Monthly	Status Complete
Number 4293	

Pay Advice

Date Message

QuickPay Pre-payment

Override Payment Method Status

Element Selection Retry Run Start Pre-payments External Payment

View Results...

A
B
C

Figure 28: SOE Report

View Results

Find %

Zones
Balances
QuickPay Run Messages
Run Results
SOE Report

Find OK Cancel

A

Figure 29: Standard Run

Assignment Action	Assignment	Start Date	End Date
Master Assignment Action			
Standard Run			

Figure 30: Payslip information

Personal

Salary Number: [Redacted] Job Title: Administrative|Other Name: [Redacted]

Payments

Method	Amount
Salary	939.01
Flexi Buyout	0.00
Total	939.01

Deductions

Method	Amount
Nuvos EES	32.87
NI D	44.67
PAYE	181.20
Total	258.74

Tax

Tax Period: 8
 Tax Ref. No.: 925/LA02374
 Tax Tel. No.: [Redacted]
 Tax Code: BR
 Tax Basis: Non Cumul.
 N.I. Number: JL571189B
 N.I. Category: D
 Pay Date: 27-NOV-2008

Amount Paid

Amount: 680.27

Balances

Category	Amount
Gross YTD	939.01
Gross PTD	939.01
Taxable YTD	906.14
Taxable PTD	906.14
PAYE YTD	181.20
N.I. YTD	939.01

Messages

Salary Non Industrial : Prorate in period between 03-NOV-2008 to 30-NOV-2008
 Buyout: Career Break has started, there is still an Outstanding balance of [Redacted]

Open HRMS

Find employee

Click on the 'Assignment' button

Click on 'Other'

Select the 'Quickpay' option

Date track to a date which falls within the Period due to be paid – i.e To be paid in November, we can date track to a date between 1st & 30th November

In 'Run Type' – Select 'Standard Run' ([Fig 27.a](#))

Save

Then select 'Start Run' ([Fig 27.b](#))

Calculation process will begin

Upon completion 'View Results' will become active – click on 'View Results' ([Fig 27.c](#)):

Click on 'SOE Report' ([Fig 28.a](#))

Then click on 'Standard Run' ([Fig 29.a](#))

Click 'OK' to start the Standard Run

Standard Run will start and a Payslip ([Fig 30](#)) will be displayed

We need to make sure that a Gross value ([Figs 30 a-c](#)) has been generated which will prove to us that the employee can and will be paid.

Delete quickpay as soon as you have confirmed payment

Close

4.5 Non-secure to Secure (or Secure to Non-Secure) handoff to Payroll

When an employee switches between secure and non-secure payrolls an email with the subject line 'Secure to Non Secure Handoff' will be received from either the resourcing or HR Data Management team. This handoff will include information relating the employee involved in the handoff, whether the payroll change is between non-secure and secure or secure and non-secure payrolls and the effective date of the change.

Currently the HRMS cannot directly support these moves from any day other than the first day of a month. Whenever this handoff is received from Resourcing or HR Data Management please follow these steps:

- ◆ Record the relevant year to date (YTD) balances on a manual P14 form (as at the last payroll period before the transfer)
- ◆ Manually complete a P45 for the movement between payrolls (see section 4.1 for details)

4.6 NI Calculations

Relevant resourcing process hands off to Payroll. Two steps required in payroll to rectify NI calculations:

- ◆ 1) Find Last Standard Process Date and
- ◆ 2) Ensure process type is set to 'Left Irregular'. In this example we are in the month of August.

4.6.1 Find Last Standard Process Date

Figure 31: End Employment Option

Navigation Options

Find %

- Absence
- Communication Delivery Methods
- Contact
- Contract
- End Employment**
- Extra Person Information
- Phones
- Previous Employment

Find OK Cancel

Figure 32: Last Standard Process Date

Terminate: 01-JUN-2008

Date Start 14-AUG-1972
Leaving Reason Retirement - Age

Length of Service

This Service		Total Service	
Years	Months	Years	Months
35	9	35	9

Termination Dates

Notified 14-NOV-2008 Projected Actual 29-MAY-2008
Last Standard Process 31-MAY-2008 Final Process

Person Type and Assignment Status for Terminated Employee

Type Ex-employee Status Terminate Assign

Termination Accepted By

Date Name Number [....]

Terminate Reverse Termination

Open HRMS

Click on 'Enter and Maintain'

Find employee

Date track forward to the end of the month (to ensure leave date is picked up)

Click on the 'Others' button

Select the 'End Employment' option ([Fig 31.a](#))

Find the 'Last Standard Process Date' (Fig 32.a) which is normally the last day of the month Date track forward to the 'Last Standard Process Date' plus 1 day – which will probably be the first of the next month

4.6.2 Change process type to Left Irregular

Figure 33: Tax Information button

The screenshot shows the 'Assignment' form in HR Connect. The form is titled 'Assignment: 01-JUN-2008'. It contains several fields for organizational and employee information, including Organization, Job, Grade, Location, Group, Position, Payroll, Status, Assignment Number, Assignment Category, Collective Agreement, and Employee Category. Below these fields are tabs for 'Salary Information', 'Supervisor', 'Probation & Notice Period', 'Standard Conditions', and 'Statutory Information'. The 'Salary Information' tab is active, showing 'Salary Basis' as 'Non Industrial' and 'Review Salary' and 'Review Performance' sections. At the bottom of the form, there are buttons for 'Salary', 'Element Entries', 'Tax Information', 'Time Entries', and 'Others...'. A red arrow labeled 'A' points to the 'Tax Information' button.

Figure 34: Process Type field

Statutory Details: 01-JUN-2008

NI Number [REDACTED] Date of Birth [REDACTED] Age [REDACTED]

☐ NI Multiple Assignments ☐ PAYE Aggregated Assignments ☐ Exclude From WNU

PAYE Details NI Details New Starter P46 Pension Notification

NI Category **D** Certificate **N/A for A, D, F or X**

Date of Renewal [REDACTED] Pension **Contracted out**

Period Type [REDACTED] Period [REDACTED]

Process Type **Left Irregular** **SCON** **A**

☐ Director Indicator ☐ Pension Indicator

Effective Dates

From **01-JUN-2008** To [REDACTED]

Find employee

Date track forward to the '**Last Standard Process Date**' plus 1 day – which will probably be the first of the next month ie 1st June

Click on the '**Assignment**' button

Click on the '**Tax Information**' button ([Fig 33.a](#))

Click on the '**NI Details**' tab ([Fig 23.a](#))

In the '**Process Type**' field ([Fig 34.a](#)) ensure the option '**Left Irregular**' is displayed in this field

Save

Close

This is the end of the NI Calculations process which payroll may have to do.

4.7 Re-instating a Terminated Employee

4.7.1 Payroll/Resourcing Roadmap

As part of the process Payroll and Resourcing will complete the following steps in the order specified;

Identify employee's **department**

Determine what they were **paid**

Identify any **advances**

Extract **costings** information

Run **XXNICS Pay Costing Analysis** (containing the incorrect costing values)

Delete for the incorrect pay period(s) any – Prepayments, Costings, Runs, Retropays, Magnetic Reports (from top down)

Resourcing fix the error which caused the reverse termination in the first instance
Resourcing Handback to Payroll to correct costing, payroll run issues etc

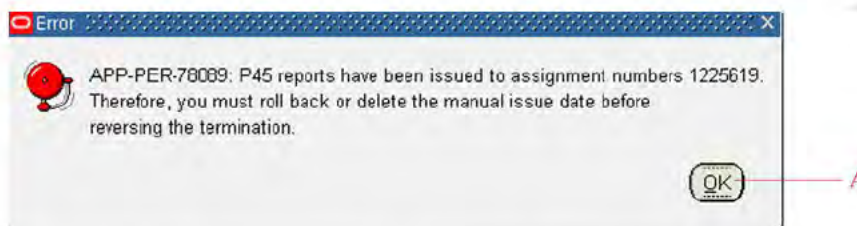
Payroll create **Assignment Sets**
Payroll create a **Consolidation Set**
Payroll submit new **Payroll Runs**
View employee's amended **SOE**
Run **Costing** process
Run **XXNICS Pay Costing Analysis** again (correct costing values)

THE FOLLOWING PROCESSES MUST BE PERFORMED IN ORDER TO RE-INSTATE THE INDIVIDUAL AND MAKE A PAYMENT TO THEM.

4.7.2 Reverse termination error identified

For information only - The following steps will produce the reverse termination error ([Fig 35.a](#)) which requires both a payroll and resourcing input to resolve.

Figure 35: Unable to reverse an employee's termination



Open HRMS
Find employee by Assignment number
Click on **'Others'**
Choose the **'End Employment'** option
Click on the **'Reverse Termination'** button
Error screen appears
Click **'OK'** to close the error message
Close
Handoff to Payroll using the Service Request **GE: Process Handoff**, complete necessary fields to inform payroll of exact error

4.7.3 Identify the employee's Department

Payroll advisor should use the responsibility NICS SSC Secure Pay Administrator when determining an employee's department.

Image: organisation field

Click on **'Enter and Maintain'**
Find the employee using their **'Assignment Number'**
Click on the **'Assignment'** button
From the Organisation field note the employee's department

4.7.4 Determine employee's pay during the terminated pay periods

Firstly you will need to make a note of what was originally paid to the employee in question as this value was wrong and will need to be subtracted from the correction run that needs to take place later on.

Figure 36: SOE Report button

Retry	Date	Period	Type	Number	Applied To	Status
	31-DEC-2008	31-DEC-2008 - :	Magnetic rep	57422253		Complete
	31-DEC-4712	01-JAN-0001 - :	Magnetic rep	56101017		Complete
	31-DEC-4712	01-JAN-0001 - :	Magnetic rep	56015107		Complete
	31-DEC-2008	01-DEC-2008 - :	Pre-payment	54009162	53926047-539624	Complete
	31-DEC-2008	01-DEC-2008 - :	Costing	54015341	53926047-539624	Complete
	19-DEC-2008	9 2008 Calend:	Run	53926047		Complete
	01-DEC-2008	01-DEC-2008 - :	Retropay by l	52456111		Complete
	30-NOV-2008	01-JAN-0001 - :	Magnetic rep	49997451	49995291	Complete

4.7.4.1 Salary

From HRMS click on the 'Assignment Process Results' hyperlink

Use the **Assignment Number** field to find the employee

Click on 'Find'

Click on the 'Pre-payment' (Fig 36.a) option (instead of Run) for the first/only relevant pay period

NOTE: IF NO PRE-PAYMENT OPTION IS VISIBLE FOR THAT PERIOD THEN USE THE RUN OPTION.

Click on 'SOE Report' button (Fig 36.b) to display what they were paid for that period – this will be displayed in the **Amount Paid** field

NOTE ONE: TAKE A NOTE OF THIS AMOUNT BY TAKING A SCREEN SHOT OF THE SOE REPORT SCREEN.

NOTE TWO: IF MORE THAN 1 PAY PERIOD IS AFFECTED BY THE TERMINATION PROCESS CLICK ON THE NEXT RELEVANT PRE-PAYMENT OPTION AND CLICK ON SOE REPORT TO ASCERTAIN THE AMOUNT PAID FOR THAT PAY PERIOD. AGAIN MAKE A NOTE OF THIS AMOUNT BY TAKING A SCREEN SHOT OF THE SOE REPORT SCREEN.

4.7.4.2 Advances

You will need to make a note of any **Advances** that were made outside of the system as **manual payments**.

Advances are identified as **Balance Adjustments** from this screen (Assignment Process Results) or Element Entries (from the Assignment screen)

NOTE ONE: ANY BALANCE ADJUSTMENTS THAT WERE MADE WILL NEED TO BE REMOVED IN REVERSE ORDER

NOTE TWO: IF THE EMPLOYEE DID RECEIVE ANY PAYMENTS THEN PAYROLL SHOULD INVESTIGATE AS TO WHY PAYMENTS WERE MADE EG EMPLOYEE MAY HAVE BEEN ON CAREER BREAK AND WAS PAID. DATA ERRORS SHOULD BE FIXED AS PART OF THIS INVESTIGATION PROCESS.

4.7.5 Extract Costings information

Payroll advisor still has NICS SSC Secure Pay Administrator responsibility.

This process will identify any PAYE, Account Codes etc which have been credited or debited and which go to Account NI.

Figure 37: Costing type and button

Employee Assignment Processes

Full Name: [REDACTED] Assignment Number: [REDACTED]

Current Employee: ☐ Yes ☐ No ☐ All

Payroll: **Non Industrial Non Secure** Period: [REDACTED] From: [REDACTED] To: [REDACTED] Find

Retry	Date	Period	Type	Number	Applied To	Status
☐	31-DEC-2008	01-DEC-2008	Costing	54015341	53926047-539624	Complete
☐	19-DEC-2008	9 2008 Calend	Run	53926047		Complete
☐	01-DEC-2008	01-DEC-2008	Retropay by I	52456111		Complete
☐	30-NOV-2008	01-JAN-0001	Magnetic rep	49997451	49995291	Complete
☐	30-NOV-2008	06-APR-2008	Magnetic rep	49995291		Complete
☐	05-APR-2009	06-APR-2008	Magnetic rep	49510522		Complete
☐	30-NOV-2008	01-NOV-2008	Costing	49451610	46732594-467685	Complete
☐	30-NOV-2008	01-NOV-2008	Magnetic tra	48271320	47857444	Complete

Message View Results Balances Payment Methods

Costing Balance Adj Payment SGE Report View Output

A

B

Figure 38: Input Value Name

The screenshot shows the 'Costing(Ward, I)' application window. At the top, there are input fields for Date (31-DEC-2008), Period (01-DEC-2008 - 31-DEC-2008), Type (Costing), Number (54015341), and Status (Complete). Below this is a 'Costed Run' section with fields for Date (19-DEC-2008), Period (9 2008 Calendar Month), Type (Run), and Number (53962444). A red line labeled 'A' points to the 'Run' type field. Below the 'Costed Run' section is a table with columns: Element Name, Input Value Name, Cost Codes, Debit Or Credit, Units, Costed Value, and Distribution Element. A red line labeled 'B' points to the 'Input Value Name' column. The table contains the following data:

Element Name	Input Value Name	Cost Codes	Debit Or Credit	Units	Costed Value	Distribution Element
Adjust Salary	Pay Value	.00000.30000.00	Debit	Money	283.95	
Adjust Salary	Pay Value	.00000.84381.00	Credit	Money	283.95	
Annual Leave Buy	Pay Value	.00000.30030.00	Debit	Money	82.72	
Annual Leave Buy	Pay Value	.00000.84381.00	Credit	Money	82.72	
PCSPS NI Classic E	Pay Value	010.00000.8443	Debit	Money	5.58	
PCSPS NI Classic E	Pay Value	010.00000.8438	Credit	Money	5.58	
PCSPS NI Classic E	Pay Value	.00000.30400.00	Credit	Money	61.42	

Open HRMS

Find employee

Click on the 'Assignment' button

Click on the 'Costing' type process ([Fig 37.a](#))

Click on the 'Costing' button ([Fig 37.b](#))

Click in the 'Date' field ([Fig 38.a](#)), and then click in the 'Input Value Name' ([Fig 38.b](#)) to display details

To export the costings file;

- ◆ Hold down the Ctrl button on the keyboard
- ◆ Click on the 'File' menu
- ◆ Select the 'Export' option
- ◆ Click on 'Open' (NOT SAVE)

A spreadsheet will open with that pay period's costing information

Tidy the spreadsheet up if necessary – label the spreadsheet information or name the worksheet November etc and add in any other pay period information

Save the spreadsheet file

Repeat the costing extract process for any other pay periods which are affected – if this is the only pay period affected then move to section 4.7.6 below.

4.7.6 Run XXNICS Pay Costing Analysis

Payroll advisor must use the Pay Manager or Team Leader responsibility.

This report must be run for each of the periods that the reverse termination affects eg if employee was incorrectly terminated in November 2008 and we are in January 2009 then the report must be run for pay periods November 2008 and December 2009 (if January payroll has not been run yet).

This report must also be run for each department if there are 2 or more employees in question from different departments. If all the employees in question are from the same department then this report is run once.

Figure 39: Submit Processes and Reports

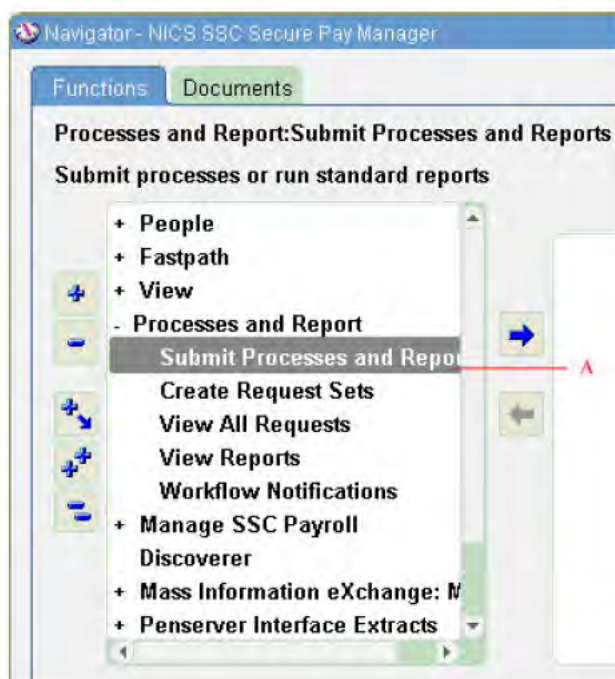


Figure 40: Single Request Process

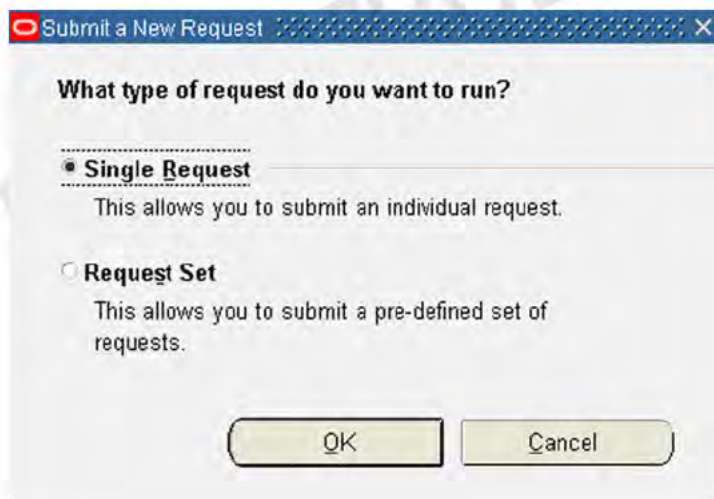


Figure 41: Submit Button

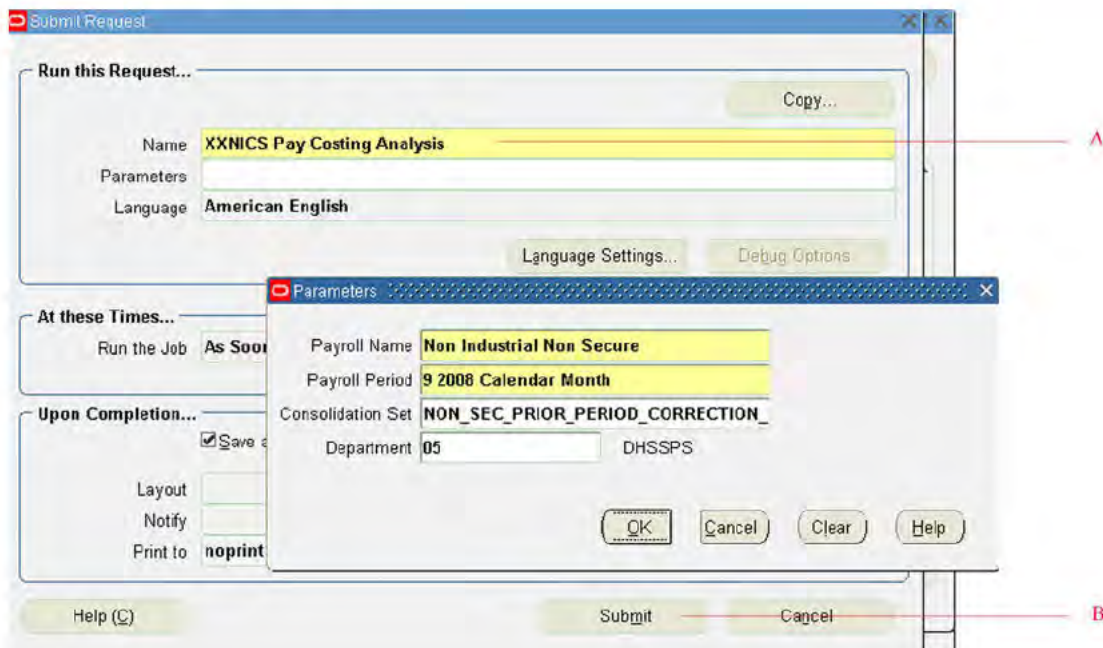


Figure 42: XXNICS Pay Costing Analysis Parameters

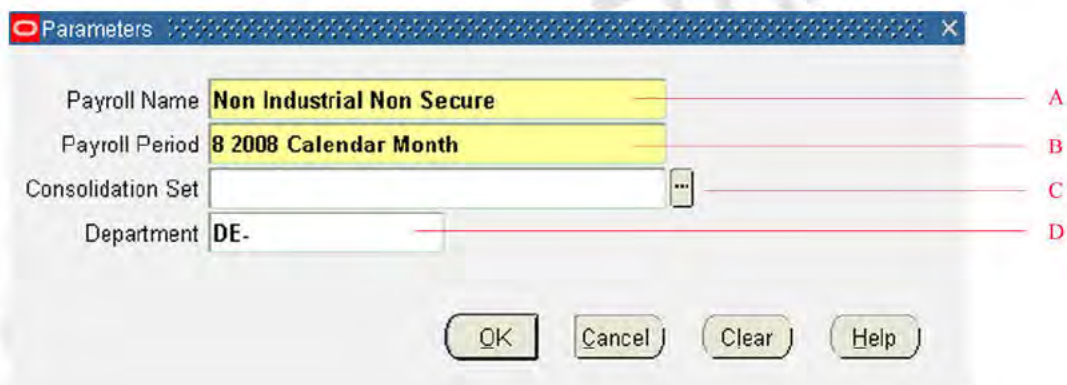


Figure 43: View Output

Request ID	Name	Parent	Phase	Status	Parameters
2010182	XXNICS Pay Costing Ana		Pending	Normal	62, 1209, , DE, 11
2010410	XXNICS Pay Costing Ana		Completed	Normal	62, 1208, , DE, 11
2005656	XXNICS Nominal Roll Re		Completed	Normal	63, 1450, , NIO, 10
2001058	XXNICS Gross To Net Re	2001049	Completed	Normal	101, 63, 1449, 1062, 287, 269,
2001057	XXNICS Gross To Net Re	2001049	Completed	Normal	101, 63, 1449, 1062, 287, 269,
2001056	XXNICS Gross To Net Re	2001049	Completed	Normal	101, 63, 1449, 1062, 287, 269,
2001055	XXNICS Gross To Net Re	2001049	Completed	Normal	101, 63, 1449, 1062, 287, 269,
2001054	XXNICS Gross To Net Re	2001049	Completed	Normal	101, 63, 1449, 1062, 287, 269,
2001053	XXNICS Gross To Net Re	2001049	Completed	Normal	101, 63, 1449, 1062, 287, 269,
2001049	XXNICS_Gross_To_Nets		Completed	Normal	20003, 907

4.7.6.1 To run the **XXNICS Pay Costing Analysis** process follow the procedures below.

Open HRMS

Click on the Pay Manager or Team Leader responsibility

Click on 'Process and Reports'

Click on '**Submit Process and Reports**' ([Fig 39.a](#))

Click on '**Single Request**' ([Fig 62.a](#))

In the '**Name**' field type in '**XXNICS Pay Costing Analysis**' ([Fig 65.a](#))

Push Enter

The parameters screen appears – complete the parameters as below

- ◆ Payroll Name ([Fig 42.a](#)) – Non Industrial Non Secure or appropriate
- ◆ Payroll Period ([Fig 42.b](#)) – 8 2008 Calendar Month (for November 2008 etc)
- ◆ Dept ([Fig 42.c](#)) – Enter the employee's appropriate department eg DE, DSD 1 etc
- ◆ Consolidation Set ([Fig 42.d](#)) – Leave blank

Click '**OK**'

Click on the '**Submit**' button ([Fig 65.c](#))

Click on the '**Refresh Data**' button ([Fig 43.a](#)) to view progress of reports - reports may take several minutes to complete (Pending ([Fig 43.b](#)) is displayed in the Phase field as the process runs)

Once completed click on the '**View Output**' button ([Fig 43.c](#))

Now move to section 4.8.6.2 to delete relevant Pay and Costing processes.

4.7.6.2 Delete relevant Pay/Costing processes

Relevant process types (eg Pre payment, Run, Retropay) must be deleted as part of the reverse termination process, these are outlined below. These should be deleted from the top down up to (but not including) any displayed batch element entries.

Image (needed): View – Assignment Process results

Figure 44: Delete process Icon

Retry	Date	Period	Type	Number	Applied To	Status
☐	31-DEC-2008	01-DEC-2008 - 3	Pre-payment	54069536	53926047-539624	Complete
☐	31-DEC-2008	01-DEC-2008 - 3	Costing	54015341	53926047-539624	Complete
☐	19-DEC-2008	9 2008 Calend	Run	53926047		Complete
☐	01-DEC-2008	01-DEC-2008 - 0	Retropay by l	52456111		Complete
☐	30-NOV-2008	01-JAN-0001 - 3	Magnetic rep	49997451	49995291	Complete
☐	30-NOV-2008	06-APR-2008 - 3	Magnetic rep	49995291		Complete
☐	05-APR-2009	06-APR-2008 - 1	Magnetic rep	49510522		Complete
☐	30-NOV-2008	01-NOV-2008 - 3	Costing	49451610	46732594-467685	Complete

Open HRMS

Click on NICS SSC Secure Pay Administrator

Click on 'View'

Select the 'Assignment Process Results' (Fig x.a)

Find the employee

NOTE: REMEMBER TO DELETE THE PROCESS TYPES FROM THE TOP DOWN UP UNTIL (BUT NOT INCLUDING) ANY BATCH ELEMENT ENTRIES. THE FOLLOWING IS JUST AN EXAMPLE.

Click on the process type called 'Pre-Payment' (Fig 44.a)

Delete Pre-payments from the Assignment Processes window (from the incorrectly paid period in question) using the delete record icon (Fig 44.b)

Click on the 'Costing' process and delete the costing process using the delete record icon (Fig 44.b)

Click on the 'Run' process and delete the run process for this employee using the delete record icon (Fig 44.b)

Click on any 'Retropay' processes (in order) and delete the Retropay process for this employee using the delete record icon (Fig 44.b)

If any 'Magnetic Reports' exist then these will also have to be deleted Number – 49997451 in this example. This is the EDI P45 Process

Delete the actual 'P45 process' – Number – 49995291 in this example

Handoff to resourcing using the Service Request 'GE: Process Handoff' – inform resourcing that the payroll steps taken should allow Resourcing to click on the Reverse Termination button without causing any errors (ie this handoff is part of a continuing process)

Close

NOTE: ONCE ANY P45 PROCESS HAS BEEN DELETED YOU MUST WRITE TO HMRC TO CONFIRM THAT THE EMPLOYEE HAS NOT LEFT EMPLOYMENT – IF A P45 HAS BEEN SENT TO HMRC. IF A P45 WAS SENT PROVIDE HMRC WITH RELEVANT INFORMATION (i.e. TAX INFORMATION), EMPLOYEE STILL IN EMPLOYMENT.

4.7.7 Hand off to Resourcing

Resourcing should now fix the error which caused the employee to be terminated in the first instance. Once the error has been corrected then you can Reverse Terminate the employee and they will be re-hired.

The employee's 'Person Type' is currently set to Ex-Employee, the process below will rectify this.

Figure 45: Person Type

Terminate(Gorman, Mr John Gerard (John))

Date Start: 01-JUN-1998
Leaving Reason: Voluntary Resignation - ...

Length of Service

This Service		Total Service	
Years	Months	Years	Months
10	5	10	5

Termination Dates

Notified: 27-NOV-2008
Projected:
Actual: 28-NOV-2008
Last Standard Process: 30-NOV-2008
Final Process:

Person Type and Assignment Status for Terminated Employee

Type: Ex-employee
Status: Terminate Assign

Termination Accepted By

Date:
Name:
Number: { }

Terminate Reverse Termination

A points to the Status field (Terminate Assign).

B points to the Reverse Termination button.

Figure 46: Ok to reverse the termination?



Open HRMS

Click on UK HRMS Manager

NOTE: THERE IS NO NEED TO DATE TRACK. JUST MAKE SURE YOU ARE DATE TRACKED TO AFTER THE TERMINATION, WHICH YOU SHOULD BE ANYWAY. IF IN DOUBT, USE THE CURRENT SYSTEM DATE (i.e. TODAY'S DATE).

Click on the 'Others' button

Select the 'End Employment' option

Click on the 'Reverse Termination' button ([Fig 45.a](#))

At the confirm reverse termination prompt ([Fig 46](#)), click on 'OK'

Select 'Save'

Keep this screen open

To check that the employee has been changed back to an 'Employee' person type, follow the procedures below.

While on the screen above;

Push **F11** (screen enters query mode and fields change to blue)

Enter the employee's **Assignment Number**

On the keyboard hold down **Ctrl** and push **F11**

The employee's details are displayed. In the Person Type field check the employee's type is 'Employee'. If so the employee has been successfully reversed from termination.

Once the Termination has been reversed make **necessary updates / corrections** to employee / assignment record.

Now hand back to Payroll using the service request '**GE: Process Handoff**' to continue the process.

4.7.8 Create Assignment sets

Payroll advisor should be logged in as Payroll Manager or Team Leader.

Payroll advisor will create an Assignment Set ie a group of specific people, so in our case those who were mistakenly terminated and who have to be reverse terminated.

Figure 47: Creating an Assignment Set

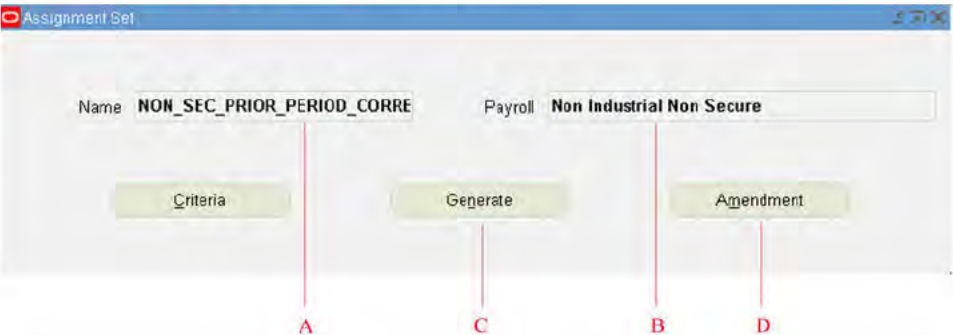


Figure 48: Amending an Assignment Set

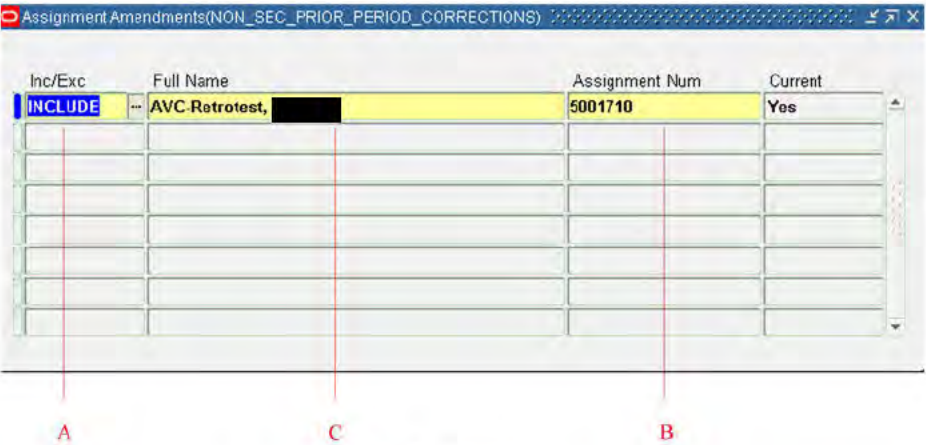


Figure 49: Generate Assignment Set

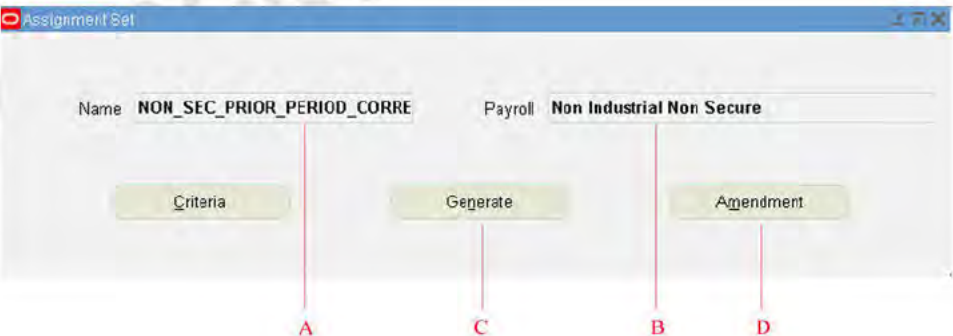


Figure 50: Amend Assignment Set

Assignment Amendments(NON_SEC_PRIOR_PERIOD_CORRECTIONS)

Inc/Exc	Full Name	Assignment Num	Current
INCLUDE	AVC-Retrotest,	5001710	Yes

A C B

Open HRMS (or switch responsibility)

Date Track back to 01.01.1951

Click on 'Manage SSC Payroll'

Select 'Assignment Sets'

In the 'Name' field enter the name NON_SEC_PRIOR PERIOD CORRECTIONS ([Fig 49.a](#))

In the 'Payroll' field select the appropriate payroll eg Non Industrial Non Secure ([Fig 49.b](#))

Click on the 'Generate' button ([Fig 49.c](#))

Change date back (date track back) to the first period of reverse termination in question (eg November)

Once the Assignment Set has been generated click on the 'Amendment' button ([Fig 49.d](#)) to amend the employees on this payroll ie add in the employees to this Assignment Set

In the Inc/Exc column select the 'Include' option ([Fig 50.a](#))

In the 'Assignment Num' field ([Fig 50.b](#)) enter the employee's Assignment Number

If the assignment number does not return the employee in the 'Full Name' field ([Fig 50.c](#)) enter the employee's name

NOTE: IF MORE THAN 2 EMPLOYEES ARE IN THIS ASSIGNMENT SET (i.e. HAVE AFFECTED PAYROLL FOR PAY PERIOD NOVEMBER) ADD IN THE OTHER EMPLOYEES BY CLICKING IN THE INC/EXC FIELD BENEATH THE EMPLOYEE CURRENTLY ADDED AND INCLUDE THEM IN THE ASSIGNMENT SET ALSO AS DETAILED ABOVE.

Save the assignment set when all employees have been included.

NOTE: THE ABOVE ASSIGNMENT SET WILL ONLY NEED TO BE CREATED ONCE. THIS WILL NOT REQUIRE A REPEAT PROCESS BUT YOU WILL NEED TO CREATE 2 OF THESE FOR BOTH NON SECURE AND SECURE PAYROLLS

4.7.9 Creating a Consolidation Set

Consolidation set is just a label or marker within the payroll to indicate a specific place within the payroll before we submit a new payroll run.

NOTE: PAYROLL ADVISOR SHOULD BE LOGGED IN AS PAYROLL MANAGER OR TEAM LEADER.

Figure 51: Consolidation Sets option

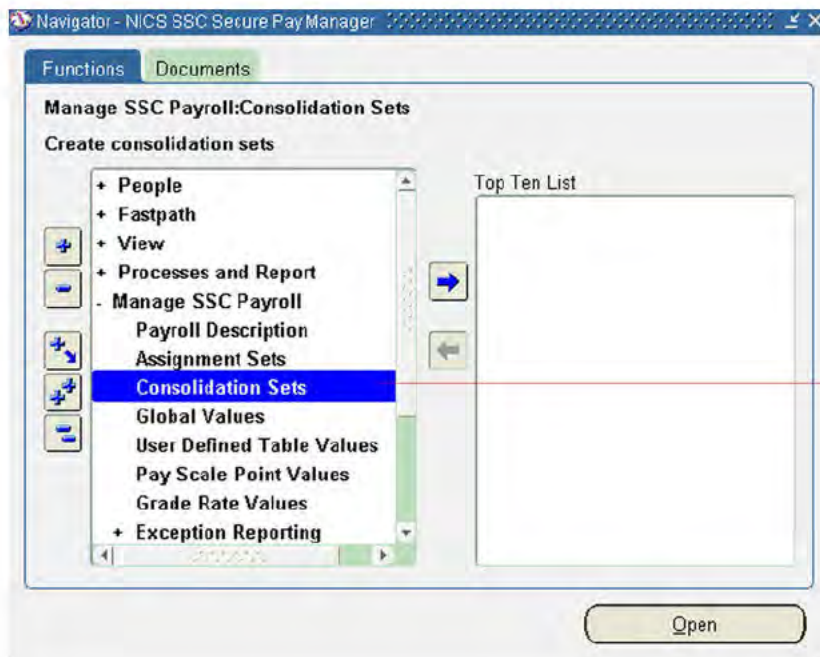
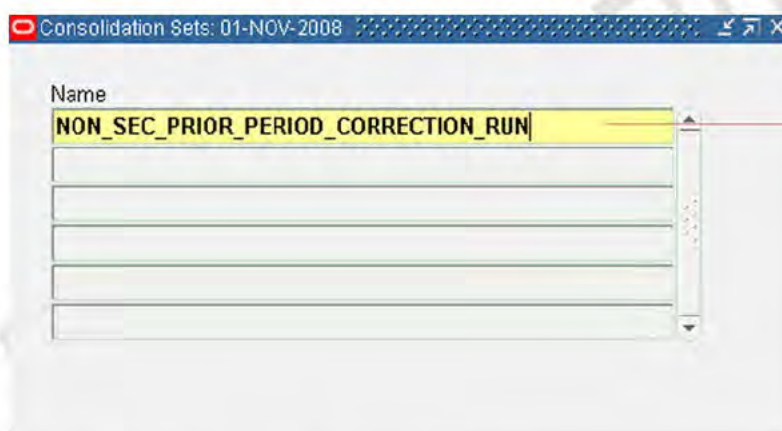


Figure 52: Consolidation Set Name



Open HRMS (or switch responsibility)

Click on Payroll Manager or Team Leader

Date Track back to 01.01.1951

Click on 'Manage SSC Payroll'

Click on 'Consolidation Sets' ([Fig 51.a](#))

Name the Consolidation Set 'NON_SEC_PRIOR_PERIOD_CORRECTION_RUN' ([Fig 52.a](#))

NOTE ONE: THE ABOVE CONSOLIDATION SET WILL ONLY NEED TO BE CREATED ONCE. THIS WILL NOT REQUIRE A REPEAT PROCESS BUT YOU WILL NEED TO CREATE 2 OF THESE FOR BOTH NON SECURE AND SECURE

NOTE TWO: ONLY ONE CONSOLIDATION SET IS TO BE CREATED EVEN IF THE REVERSE TERMINATION SPANS MORE THAN ONE PAYROLL PERIOD. THE CONSOLIDATION SET NAME IS JUST A MARKER-NAME FOR THE PAYROLL RUN. IF DESIRED THIS CONSOLIDATION SET COULD BE USED FOR OTHER PAYROLL RUNS.

Now move to section 4.7.10 to submit a new payroll run

4.7.10 Submit New Payroll Runs

NOTE: NEW PAYROLL RUNS MUST BE DONE FOR EACH PAY PERIOD AFFECTED BY REVERSE TERMINATION FOR EXAMPLE IF WE ARE IN JANUARY 2009 AND THE REVERSE TERMINATION SPANS NOVEMBER AND DECEMBER 2008 PAY PERIODS THEN A PAYROLL RUN PROCESS IS REQUIRED FOR BOTH NOVEMBER AND DECEMBER 2008 – BASED ON THE ASSIGNMENT SET CREATED EARLIER.

Figure 53: Payroll process run

Figure 54: Pay Run Parameters

NOTE: PAYROLL ADVISOR SHOULD BE LOGGED IN AS PAYROLL MANAGER OR TEAM LEADER.

Open HRMS (or switch responsibility)

Click on Payroll Manager or Team Leader

Click on 'Processes and Reports'

In the Run This Request window click in the 'Name' field ([Fig 55.a](#))

Type in 'Payroll Run UK' ([Fig 55.a](#))

Push Enter

When the Parameters form appears configure the parameters as below;

- ◆ Payroll ([Fig 54.a](#)) – Non Industrial Non secure
- ◆ Consolidation Set ([Fig 54.b](#)) – PRIOR_PERIOD_CORRECTION_RUN (which we created earlier and indicates from this point onwards)
- ◆ Pay Period ([Fig 54.c](#)) – relevant pay period (ie period affected by reverse termination) eg 8 2008 Calendar Month (for November 2008)
- ◆ Element set – leave blank
- ◆ Assignment Set ([Fig 54.d](#)) – PRIOR_PERIOD_CORRECTIONS (which we created earlier and contains only the people we wish to query). Ensure the Assignment Set is still valid in case further reverse terminations have been identified in the interim
- ◆ Run type ([Fig 54.e](#)) – Regular

NOTE: REMEMBER TO RUN A 'PAYROLL RUN UK' PROCESS FOR EACH PAY PERIOD AFFECTED BY THE TERMINATION.

Click on 'OK'

Click on the 'Submit' button

Process begins to run

Click on the 'Refresh Data' button ([Fig 43.a](#))

NOTE: REMEMBER TO RUN A 'PAYROLL RUN UK' FOR EACH PAY PERIOD AFFECTED BY THE TERMINATION.

4.7.10.1 To check the employees included in this Payroll Run UK process

Figure 55: Payroll Process Run

Retry	Date	Period	Type	Name	Payroll	Status
	28-JAN-2009	10 2009 Calend	Run	6--	Non Industrial I	Incomplete
	19-DEC-2008	9 2008 Calend	Run	4-NON SEC PRIOR P	Non Industrial I	Complete
	19-DEC-2008	9 2008 Calend	Run	3--	Non Industrial I	Complete
	27-NOV-2008	8 2008 Calend	Run	11-NON_SEC_SUP_RU	Non Industrial I	Complete
	27-NOV-2008	8 2008 Calend	Run	9-BACS_DELETES_EXI	Non Industrial I	Complete
	26-NOV-2008	8 2008 Calend	Run	17-NON_SEC_PRIOR_F	Non Industrial I	Complete
	26-NOV-2008	8 2008 Calend	Run	15-Nov_BACS_Deletes	Non Industrial I	Complete
	26-NOV-2008	8 2008 Calend	Run	12-Nov_INCLUDE_IN_R	Non Industrial I	Complete

Buttons at the bottom: Assignment Process, Message, Process Info, Conc. Manager, Breakdown, Output.

Screen dump of people???

Click on '**View**'

Select 'Payroll Process Results'

Enter the following parameters

- ◆ Payroll – Non Industrial Non Secure ([Fig 55.a](#))
- ◆ Action Type – Run ([Fig 55.b](#))

Click on the '**Find**' button ([Fig 55.c](#))

In the 'Name' field click on the Run type with '**Non_SEC_PRIOR_PERIOD_CORRECTIONS**' ([Fig 55.d](#))

Click on the '**Assignment Process**' button ([Fig 55.e](#)) (to display affected employees created in the previous 'Assignment Set' ie PRIOR_PERIOD_CORRECTIONS)

Ensure the processed records are the same as those created in

PRIOR_PERIOD_CORRECTIONS Assignment Set

NOTE: MAKE SURE NONE ARE IN ERROR. KEEP THIS SCREEN OPEN AND CONTINUE AS BELOW!

4.7.11 Viewing the employee's amended Statement of Earnings

Now look at the Payroll Run Results and the Net Pay figure as you will need to subtract the original value paid to them in error from the original Run.

Click on the employee (or one of the employees if more than one employee)

Click on the '**Run**' process (for the relevant Pay Period) with the type

NON_SEC_PRIOR_PERIOD_CORRECTIONS ([Fig 55.d](#))

Click on the '**Assignment Processes**' button ([Fig 55.e](#))

Then click on the '**SOE Report**' button ([Fig 36.b](#)) to display the employee's Statement of Earnings (ie what they were paid in this period)

Repeat for the other employees if applicable

NOTE ONE: IF THE EMPLOYEE SPANS BACK MORE THAN 1 MONTH THEN THE PROCESS WILL NEED TO BE DUPLICATED FOR THE PREVIOUS MONTHS IN QUESTION AND THEN PROCESSED IN ORDER UP TO THE CURRENT PAY PERIOD.

NOTE TWO: IF MORE THAN ONE PAYROLL RUN UK PROCESS HAD TO BE RUN FOR MORE THAN ONE PAY PERIOD, THEN CHECK THAT RUN ALSO FOR EACH EMPLOYEE USING THE STEPS ABOVE.

NOTE THREE: DO NOT ISSUE A CHEQUE FOR THE VALUE YET.

Continue below still logged in as Payroll Manager or Team Leader

4.7.12 Costing and XXNICS Pay Costing Analysis

Figure 56: Costing Process

The screenshot shows the 'Submit Request' dialog box. The 'Name' field is set to 'Costing'. The 'Parameters' dialog box is open, showing the following values:

- Payroll: Non Industrial Non Secure
- Consolidation Set: NON_SEC_PRIOR_PERIOD_CORRECTION_RUN
- Start Date: 01-NOV-2008
- End Date: 30-NOV-2008

Red lines labeled A through F point to the following elements:

- A: 'Name' field
- B: 'Payroll' field
- C: 'Consolidation Set' field
- D: 'Start Date' field
- E: 'End Date' field
- F: 'Submit' button

4.7.12.1 Costing Process

NOTE: THIS SHOULD BE DONE WHEN ALL THE EMPLOYEES HAVE BEEN CORRECTED AND HAVE THEIR PAYROLL RUNS COMPLETED (USING THE CONSOLIDATION SET WE CREATED EARLIER).

Ensure the advisor is still logged in as Payroll Manager or Team Leader

Click on the 'Process and Request' option

Click on the 'Submit Request'

In the Run This Request form in the 'Name' field type in 'Costing' (Fig 56.a)

Push Enter

Enter the following parameters for the Costing process;

- ◆ Payroll (Fig 56.b) – Non Industrial Non Secure
- ◆ Consolidation Set (Fig 56.c) – NON_SEC_PRIOR_PAID_CORRECTIONS_RUN
- ◆ Start Date (Fig 56.d) – 01-NOV-2008
- ◆ End Date (Fig 56.e) – 30-NOV-2008

Click on 'OK'

Click on 'Submit' (Fig 56.f)

4.7.12.2 To check the employees included in this Costing process

Click on 'View'

Select 'Payroll Process Results'

Enter the following parameters

- ◆ Payroll – Non Industrial Non Secure (Fig 55.a)

◆ Action Type – Run ([Fig 55.b](#))

Click on the 'Find' button ([Fig 55.c](#))

In the 'Name' field click on the Process type with

'Non_SEC_PRIOR_PERIOD_CORRECTIONS' ([Fig 55.d](#))

Click on the 'Assignment Process' button ([Fig 55.e](#)) (to display affected employees created in the previous 'Assignment Set' ie PRIOR_PERIOD_CORRECTIONS)

This displays the required employees

Click on the 'Costing' button ([Fig 37.b](#)) to display their element names

4.7.12.3 XXNICS Pay Costing Analysis

Figure 57: Output Information

Report requestID - 2018892

Page 1 Font Size 10

PCA FOR DEPT: 05 FOR PAYROLL: 62 RUN AT: 22-01-2009 04:03:08

EMP_NO	EMP_NAME	GRADE	COSTCODE	ACC_CODE	BAL_CODE	DEPT	OR	BALANCE	CLASSIFICATION	ELEMENT	SUM
NON Staff Officer 001 193,13491,30000,84381									DHSSPS,1	Gross Pay,1	
NON Staff Officer 001 193,00000,84430,84381									DHSSPS,4	Total Deduc	
NON Staff Officer 001 193,00000,84490,84381									DHSSPS,4	Total Deduc	
NON Staff Officer 001 193,00000,85400,84381									DHSSPS,4	Total Deduc	
NON Staff Officer 001 193,00000,85420,84381									DHSSPS,4	Total Deduc	
NON Staff Officer 001 193,13491,30200,85420									DHSSPS,5	Total Empl	
NON Staff Officer 001 193,13491,30400,84430									DHSSPS,5	Total Empl	

Go To... First Previous Next Last

NOTE: THIS SHOULD BE RUN FOR THE DEPARTMENT THE EMPLOYEE IS IN OR EACH DEPARTMENT THE EMPLOYEES ARE IN. (TO CHECK AN EMPLOYEE'S DEPARTMENT - FIND THE EMPLOYEE, CLICK ON THE ASSIGNMENT BUTTON, CHECK THE DEPT FIELD). IN A NUTSHELL RUNNING THIS PROCESS IDENTIFIES COSTINGS FOR RELEVANT NICS DEPARTMENTS.

Click on the 'Process and Request' option

Click on the 'Submit Request'

In the Run This Request form in the 'Name' field type in 'XXNICS Pay Costing Analysis'

Push Enter

Enter the following parameters for the Costing process;

- ◆ Payroll ([Fig 56.b](#)) – Non Industrial Non Secure
- ◆ Payroll Period – 8 2008 Calendar Month (for November 2008)
- ◆ Consolidation Set ([Fig 56.c](#)) –
NON_SEC_PRIOR_PAID_CORRECTIONS_RUN
- ◆ Dept – choose the employee's department eg DE

Click on 'OK'

Click on 'Submit' (Fig 56.f)

Once completed click on the 'View Output' button (Fig 43.c)

Send the output file for **each person** to the relevant old and new NICS departments, which the employee may have been employed in, to adjust their costs

Close

NOTE: RUNNING THE XXNICS PAY COSTING ANALYSIS WILL GIVE YOU, FOR EXAMPLE, LISTS OF THE SAME EMPLOYEES, BUT WITH DIFFERENT AMOUNTS (THE NUMBERS GIVEN BELOW ARE FOR ILLUSTRATION PURPOSES ONLY) AS BELOW.

Employee ID	S250	T1001	15711	DE-S250	Gross Pay	Earnings	Salary	1500.00
			15711	DE-S250	Total			
				DE-S250	Deductions	PAYE	PAYE	336.34
				DE-S250	Total	Pre Tax	Nuvos	
		T9901	15711	DE-S250	Deductions	Deductions	EES	57.52
				DE-S250	Total			
		T9902	15711	DE-S250	Deductions	NI	NI D	109.31
				DE-S250	Total			
	S250	51121	T9902	DE-S250	Employer Charges	Employer Charges	NI Employer	149.99
				DE-S250	Total			
Employee ID	S250	51131	T9901	DE-S250	Employer Charges	Employer Charges	Nuvos ERS	309.73
				DE-S250	Total			

Now, this Costing run (XXNICS Pay Costing Analysis) for this Consolidation set (NON_SEC_PRIOR_PAID_CORRECTIONS_RUN) will give the correct values for this employee.

NOTE ONE: FROM SECTION 4.7.3 TO HERE ENSURE THE ABOVE PROCESSES HAVE BEEN RUN FOR EACH PAY PERIOD THE EMPLOYEE WAS TERMINATED IN

NOTE TWO: ALSO ENSURE THEY ARE RUN FOR THE DIFFERENT DEPARTMENTS WHICH MULTIPLE EMPLOYEES WHO WERE INCORRECTLY TERMINATED ARE EMPLOYED IN!!

4.8 Mid Month Starts who miss Supplementary Run/Retro

4.8.1 Mid month starts

The scenario used here is of people joining NICS in January 2009 who missed the payroll and supplementary runs for January 2009. In Summary the following needs to happen;

- ◆ Create an assignment set of those who were not paid in January 2009
- ◆ Submit a Payroll Run UK based on this Assignment Set (and previously created Consolidation Set)
- ◆ Print out each employee's SOE for January 2009
- ◆ Remove any Allowances the employee may have

- ◆ Remove the Payroll Only flag from their Group field
- ◆ Retry Payroll Run UK – ensure their pay is zero
- ◆ Reset their Payroll Only flag to No
- ◆ If employee is entitled to allowances ensure these are reassigned to the employee
- ◆ Run Retro Pay and ensure January Pay is shown as arrears in the February pay

4.8.2 Create Assignment Set

This Assignment Set contains the people who missed the January Payroll Run and January Supplementary Run. To create an assignment set follow the procedures below.

Figure 58: Create Assignment Set

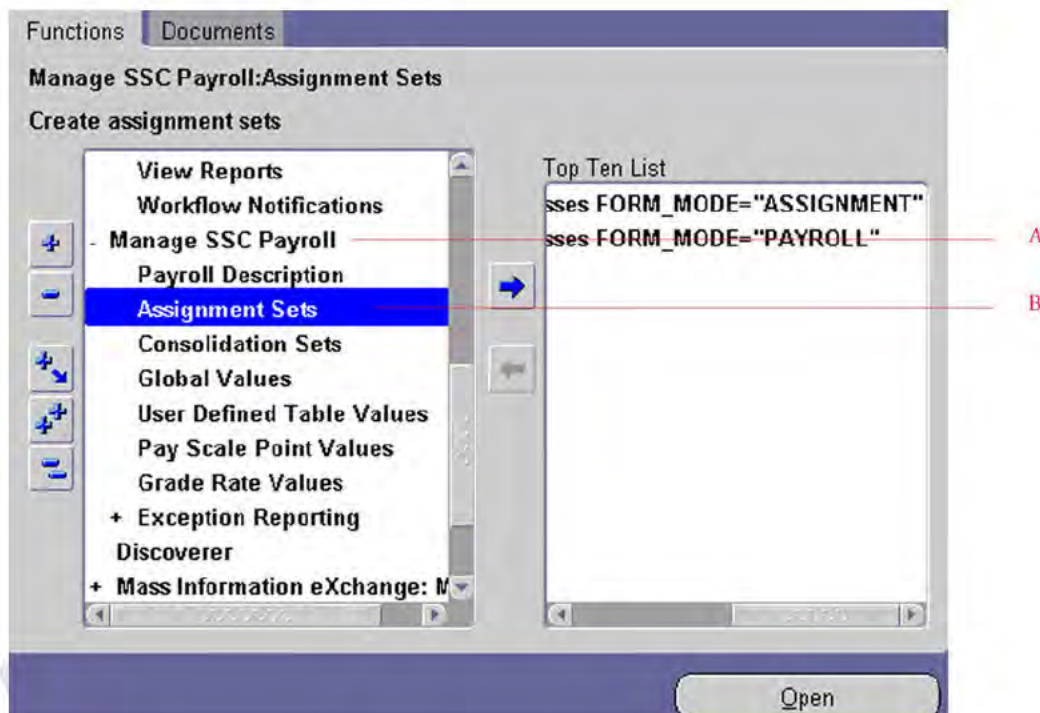


Figure 59: Assignment Set Name

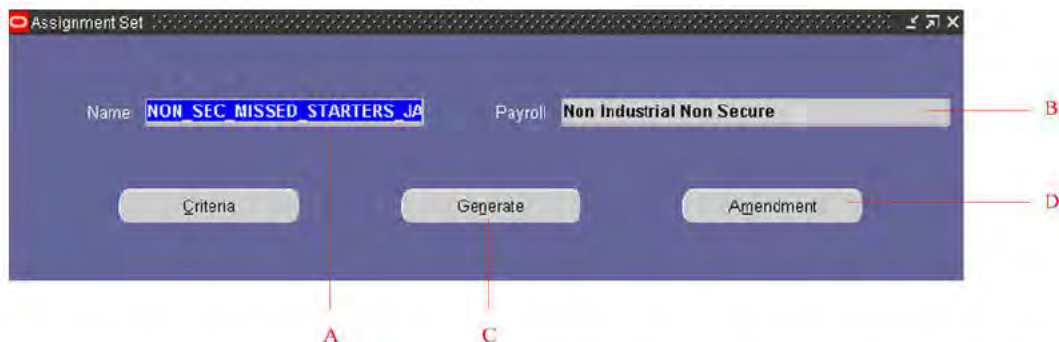


Figure 60: Amendment Details

Assignment Amendments(NON_SEC_PRIOR_PERIOD_CORRECTIONS)

Inc/Exc	Full Name	Assignment Num	Current
INCLUDE		5001710	Yes

A C B

Open HRMS (or switch responsibility)

Click on **'Manage SSC Payroll'** ([Fig 58.a](#))

Select **'Assignment Sets'** ([Fig 58.b](#))

In the **'Name'** field enter the name **'NON_SEC_MISSED_STARTERS_JAN09'** ([Fig 59.a](#)) **OR** **'SEC_MISSED_STARTERS_JAN09'** (if secure payroll has people requiring this process)

In the **'Payroll'** field select the appropriate payroll eg Non Industrial Non Secure ([Fig 59.b](#))

Click on the **'Generate'** button ([Fig 59.c](#))

Date Track to the **last** day of the month being processed i.e. 31-JAN-2009

Once the Assignment Set has been generated click on the **'Amendment'** button ([Fig 59.d](#)) to amend the employees on this payroll ie add in the employees to this Assignment Set

In the **Inc/Exc** column select the **'Include'** option ([Fig 60.a](#))

In the **'Assignment Num'** field ([Fig 60.b](#)) enter the employee's Assignment Number

If the assignment number does not return the employee in the **'Full Name'** field ([Fig 60.c](#)) enter the employee's name

Repeat to add in more employees if appropriate

Save the assignment set when all employees have been included

Close the Assignment Set.

4.8.3 Submit Payroll Process – Payroll Run Uk

Figure 61: Processes and Reports

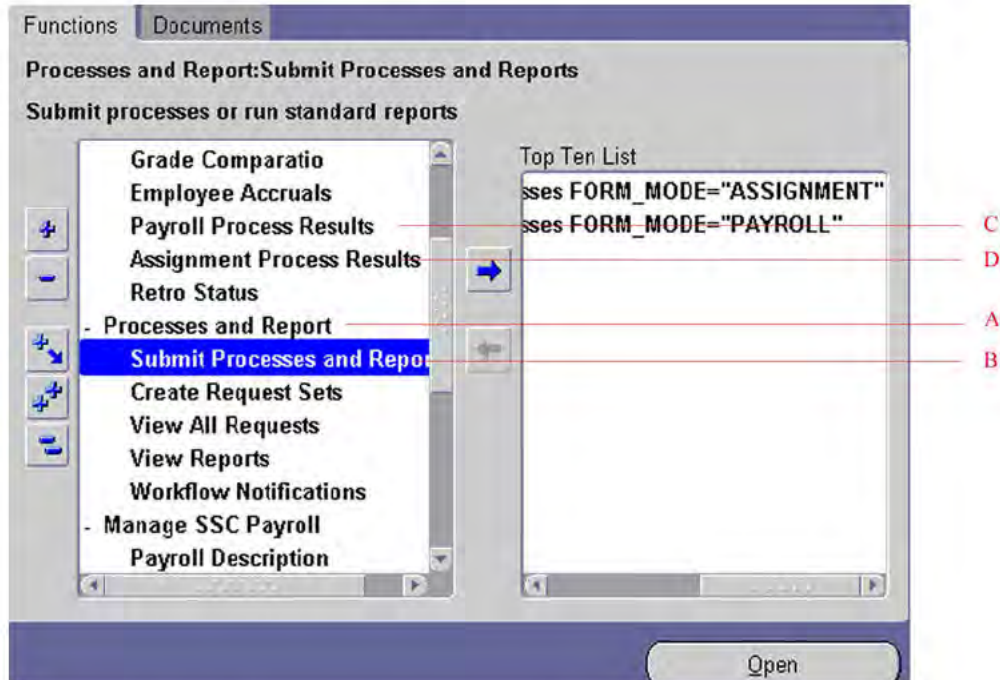


Figure 62: Single Request option

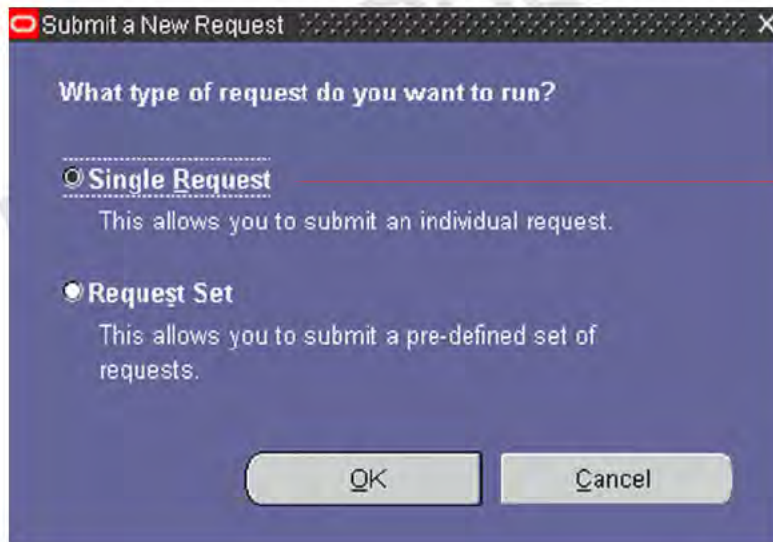


Figure 63: Request Name

Submit Request

Run this Request...

Copy...

Name **Payroll Run UK**

Parameters

Language

Figure 64: Payroll Run UK Parameters

Parameters

Payroll **Non Industrial Non Secure**

Consolidation Set **Monthly_Missed_Starters**

Pay Period **10 2009 Calendar Month (31-JAN-2009)**

Element Set

Assignment Set **NON_SEC_MISSED_STARTERS_JAN09**

Run Type **Regular**

OK Cancel Clear Help

Figure 65: Submit button

Payroll Run UK

Parameters

Payroll **Non Industrial Non Secure**

Consolidation Set **Monthly_Missed_Starters**

Pay Period **10 2009 Calendar Month (31-JAN-2009)**

Element Set

Assignment Set **NON_SEC_MISSED_STARTERS_JAN09**

Run Type **Regular**

OK Cancel Clear Help

Submit Cancel

Open HRMS

Click on the Pay Manager responsibility

Click on 'Process and Reports' ([Fig 61.a](#))

Click on 'Submit Process and Reports' ([Fig 61.b](#))

Click on 'Single Request' (Fig 62.a) then 'OK'

In the 'Name' field type in 'Payroll Run UK' (Fig 63.a)

Push Enter

The parameters screen appears – complete the parameters as below

- ◆ Payroll Name (Fig 64.a) – Non Industrial Non Secure
- ◆ Consolidation Set (Fig 64.b) – Monthly_Missed_Starters
- ◆ Payroll Period (Fig 64.c) – Choose pay period affecting mid month starters
- ◆ Assignment Set (Fig 64.d) – NON_SEC_Missed_Starters_Jan 09 (or appropriate month) OR SEC_Missed_Starters_Jan09
- ◆ Run Type (Fig 64.e) - Regular

Click 'OK'

Click on the 'Submit' button (Fig 65.a)

Click on the 'Refresh Data' button (Fig 43.a) to view progress of reports - reports may take several minutes to complete so 'Pending' is displayed in the Phase field as the process runs)

4.8.4 View the Payroll Process Results (and print the employee's SOE)

Figure 66: Payroll Process Results

Retry	Date	Period	Type	Name	Payroll	Status
☒	31-JAN-2009	10 2009 Calend	Run	16-NON_SEC_MISSED	Non Industrial	Complete
☐	31-JAN-2009	10 2009 Calend	Run	15-NON_SEC_MISSED	Non Industrial	Complete
☐	31-JAN-2009	10 2009 Calend	Run	14-	Non Industrial	Incomplete
☐	19-DEC-2008	9 2008 Calend	Run	9-NON_SEC_PRIOR_PI	Non Industrial	Complete
☐	19-DEC-2008	9 2008 Calend	Run	8-NON_SEC_PRIOR_PI	Non Industrial	Complete
☐	19-DEC-2008	9 2008 Calend	Run	3-	Non Industrial	Complete
☐	27-NOV-2008	0 2008 Calend	Run	11-NON_SEC_SUP_RU	Non Industrial	Complete
☐	27-NOV-2008	8 2008 Calend	Run	9-BACS_DELETES_EXI	Non Industrial	Complete
☐	26-NOV-2008	8 2008 Calend	Run	18-NON_SEC_PRIOR_F	Non Industrial	Complete
☐	26-NOV-2008	8 2008 Calend	Run	17-NON_SEC_PRIOR_F	Non Industrial	Complete

Buttons at the bottom: Assignment Process, Message, Process Info., Conc. Manager, Breakdown, Output.

Figure 67: SOE Report Button

Once the process has run click on **'View'**

Select **'Payroll Process Results'** ([Fig 61.c](#))

Enter the following parameters

- ◆ Payroll – Non Industrial Non Secure ([Fig 66.a](#))
- ◆ Action Type – Run ([Fig 66.b](#))

Click on the **'Find'** button ([Fig 66.c](#))

In the **'Name'** field click on the Run type with **'Non_Sec_Missed_Starters_Jan09'** (or appropriate month) ([Fig 66.d](#))

Click on the **'Assignment Process'** button ([Fig 66.e](#)) (to display affected employees)

Click on the relevant employee

Click on the **'SOE Report'** button ([Fig 28.b](#))

Print (and save for future reference) the employee's SOE report – this will be used as a comparison against the February retro run where this figure should appear as a January arrear
Repeat the print and save SOE report steps for all other affected employees, again for future reference

4.8.5 Remove any salary and allowances from affected employees

Open HRMS

Click on **'Enter and Maintain'**

Find the employee using their Assignment Number

Once found click on the **'Assignment'** button

NOTE: SALARY WILL BE REMOVED BY USING THE PAYROLL ONLY CLAIMANT FLAG.

Figure 68: Group field

Personnel

Organization	SSA, Newtownabbey Jobs and Benefits	Group	NICS/DSD-SSA N
Job	Administrative Other	Position	Newtownabbey Casual AA
Grade	NON Administrative Assistant (Casual) (S	Payroll	Non Industrial Non Secure
Location	Newtownabbey Jobs and Benefits Office	Status	Active Assignment

Figure 69: Payroll Only Claimant

NICS People Group

Organisation	NICS	NICS
Department or Public Body	DSD-SSA	Child Maintenance and Enforcement Division
Pay Group		
Pension Scheme	N	Nuws
Supplementary Scheme		
Excess Fares		
Timecard 3 Month Change		
Payroll Only Claimant	☒	
Deputising		
Overseas		

OK Cancel Clear Help

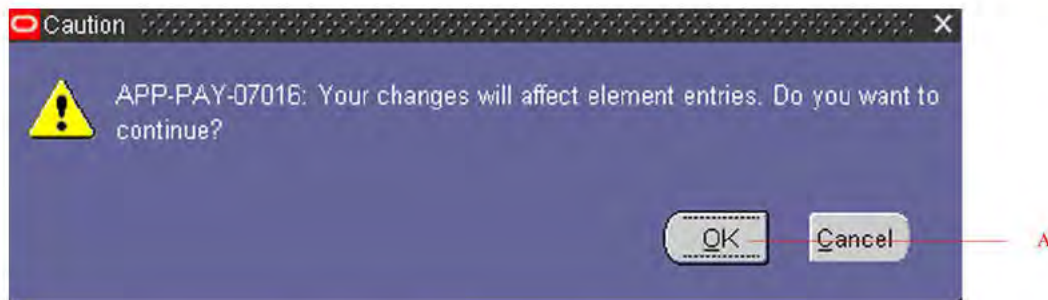
Figure 70: Correction button

Choose an option:

☒ Update Keep history of existing information

☐ Correction Correct existing information

Figure 71: Payroll Only Claimant error message



With the Assignment screen still displayed click on the 'Group' field ([Fig 68.a](#))
 At the 'Payroll Only Claimant' field ([Fig 69.a](#)) remove the No option (leave this field blank)
 Click 'OK'
 When prompted click on the 'Correction' option ([Fig 70.a](#)) then 'OK'
 Click on 'Save'
 A warning screen will be displayed asking to remove element entries
 Click on 'OK' ([Fig 71.a](#)) to close the screen
 Repeat the above steps for any other affected employees

Remove any allowances, adjustments, overtime etc which the employee may have claimed for January 2009.

NOTE: BEFORE REMOVING ANY ALLOWANCES ETC ENSURE A NOTE/SCREEN SHOT OF ELEMENT NAME AND PROPERTIES IS TAKEN BEFORE IT IS DELETED AS THESE WILL HAVE TO BE REINSERTED AT A LATER STAGE IN THIS PROCESS.

Open HRMS
 Click on 'Enter and Maintain'
 Find the employee using their Assignment Number
 Once found click on the 'Assignment' button
 Click on the 'Element Entries' button
Delete element entries (adjustments/allowances/overtime etc) accordingly – remember to note values/properties as these will be required to be re-entered later on in this process
 Save

4.8.6 Retry the Payroll Run

The payroll run needs to be rerun (retried) and salaries for affected employees should return a zero value ie for January they are paid zero.

Figure 72: Marking a Payroll Run for Retry

The screenshot shows the 'Payroll Processes' window. At the top, there are fields for 'Payroll' (set to 'Non Industrial Non Secure'), 'From', 'To', and 'Action Type' (set to 'Run'). A 'Find' button is to the right. Below these fields is a table with columns: 'Retry', 'Date', 'Period', 'Type', 'Name', 'Payroll', and 'Status'. The first row is highlighted, and the 'Retry' checkbox is checked. The status is 'Marked for Retry'. Below the table are buttons for 'Assignment Process', 'Message', 'Process Info.', 'Conc. Manager', 'Breakdown', and 'Output'.

Retry	Date	Period	Type	Name	Payroll	Status
☒	31-JAN-2009	10 2009 Calend	Run	16-NON_SEC MISSED	Non Industrial I	Marked for Retry
☐	31-JAN-2009	10 2009 Calend	Run	15-NON_SEC MISSED	Non Industrial I	Complete
☐	31-JAN-2009	10 2009 Calend	Run	14--	Non Industrial I	Incomplete
☐	19-DEC-2008	9 2008 Calend	Run	9-NON_SEC_PRIOR_PI	Non Industrial I	Complete
☐	19-DEC-2008	9 2008 Calend	Run	8-NON_SEC_PRIOR_PI	Non Industrial I	Complete
☐	19-DEC-2008	9 2008 Calend	Run	3--	Non Industrial I	Complete
☐	27-NOV-2008	8 2008 Calend	Run	11-NON_SEC_SUP_RU	Non Industrial I	Complete
☐	27-NOV-2008	8 2008 Calend	Run	9-BACS_DELETES_EX	Non Industrial I	Complete
☐	26-NOV-2008	8 2008 Calend	Run	18-NON_SEC_PRIOR_F	Non Industrial I	Complete
☐	26-NOV-2008	8 2008 Calend	Run	17-NON_SEC_PRIOR_F	Non Industrial I	Complete

4.8.6.1 Mark for Retry

Click on 'View'

Select 'Processes and Reports' (Fig 61.a)

In the Payroll field select the 'Non Industrial Non Secure' payroll (Fig 66.a)

In the 'Action Type' field (Fig 66.b) select the 'Run' option

To the left of the Payroll Run based on our Assignment Set click on the 'Retry' field (Fig 72.a) – a tick appears

Click on the 'Save' icon

In the 'Status' field the status should change to 'Marked for Retry' (Fig 72.b)

4.8.6.2 Retry the Payroll Process again

Now run the Payroll Run using the appropriate assignment set we created earlier (ie for the affected employees)

Figure 73: Retry Payroll Run

Run this Request...

Name: **Retry Payroll Run** (A)

Parameters:

Language:

Language Settings... Debug Options

At these Times...

Run the Job

Payroll Run: **31-JAN-2009 (2522645)** (B)

Calendar Month: **10-2009**

Find: **31-JAN-2009 (2%)**

Display Run Number	Status	Assignment Set
16	Marked for Retry	NON_SEC_MISSED_STARTERS_JAN09 (C)
14	Complete	

Find OK Cancel

Click on 'Processes and Reports' (Fig 61.a)

Click on 'Submit Processes and Reports' (Fig 61.b)

When prompted click on 'Single Request' and click on 'OK'

In the 'Name' field (Fig 73.a) type in 'Retry Payroll Run' (this process already exists)

Push Enter

At the next screen select the dropdown payroll run (Fig 73.b) with our Assignment Set (Fig 73.c) ie 'NON_SEC_MISSED_STARTERS_JAN09' OR SEC_Missed_Starters_Jan09 if a secure payroll run

Click 'OK' to close the Payroll Run form

Click 'OK' again to close the Parameters form

Then click 'Submit' to run the Retry Payroll Run process

Click on the 'Refresh Data' button to view the progress of the Retry Payroll Run

Once the report has completed check that all affected employees' pays are zero

Figure 74: Employee pay is zero

Pay Advice Report(Run : 31-JAN-2009)

Personal		Tax	
Salary	Job Title: Administrative/Other	Tax Period	10
Number	Name	Tax Ref. No.	925/LA02374
		Tax Tel. No.	
		Tax Code	BR
		Tax Basis	Non Cumul.
		N.I. Number	
		N.I. Category	D
		Pay Date	31-JAN-2009

Payments		Deductions	
		Nuvos EES	0.00
		NID	0.00
		PAYE	0.00
Total		Total: 0.00	

Payment Methods				Balances	
Method	Bank	Account No.	Amount		

Amount Paid: 0.00 A

Messages:

Click on 'View'

Select 'Payroll Process Results'

In the **Payroll** field enter 'Non Industrial Non Secure' ([Fig 66.a](#))

In the **Action Type** field enter 'Run' ([Fig 66.b](#))

Click on the pay run based on our previously created Assignment Set ie 'NON_SEC_MISSED_STARTERS_JAN09' or SEC_Missed_Starters_Jan09 (if a secure payroll run)

Click on the 'Assignment Process' button ([Fig 66.e](#))

Click on an affected employee

Click on the 'SOE Report' button ([Fig 28.b](#))

For each employee's SOE report in the 'Amount Paid' field ([Fig 74.a](#)) the value should be set to zero

There should be no payments visible either

NOTE: IF THE SOE DOES DISPLAY VALUES THEN ENSURE ALL ELEMENTS/ADJUSTMENTS HAVE BEEN REMOVED FROM THE EMPLOYEE RECORD. THEN PERFORM PROCEDURES FROM RERUN (RETRY) THE PAYROLL RUN SECTION 4.8.6 TO HERE ONCE AGAIN TO BRING THE EMPLOYEE PAY TO ZERO.

IF THE SOE REPORT IS ZERO THEN CONTINUE WITH THE PROCEDURES IN SECTION XXX, TO RESET THE PAYROLL ONLY FLAG BACK TO WHAT IT WAS AND REATTACH ANY ALLOWANCES ETC WHICH WERE PREVIOUSLY REMOVED.

4.8.7 Reset Payroll Only flag

Click on 'Enter and Maintain'

Find the employee using their assignment number

Click on the 'Assignment' button

Click on the 'Group' field ([Fig 68.a](#))

In the 'Payroll Only Claimant' field ([Fig 69.a](#)) select the 'No' option from the drop down list of options

Click 'OK'

When prompted click on the 'Correction' option ([Fig 70.a](#)) then 'OK'

Click on 'Save'

A warning screen may be displayed asking to remove element entries

If so click on 'OK' ([Fig 71.a](#)) to close the screen

Repeat the above steps for any other affected employees

If employee is not in receipt of any allowances then ignore the section below on Reattaching Allowances - move to section 4.8.9 instead. If the employee was in receipt of allowances etc then complete the procedures below in section 4.8.8.

4.8.8 Reattach Allowances

NOTE: ENSURE THE PAYROLL ONLY CLAIMANT FLAG HAS BEEN SET TO 'NO' AS IN THE PREVIOUS SECTION.

If the employee was in receipt of allowances etc then these must be reattached to the employee record.

Find the employee using their assignment number

Click on the 'Assignment' button

Click on the 'Element Entries' button

Configure all elements/allowances as per printouts/screen shots taken previously

Save work appropriately

The next step will be running Retro Pay in February to ensure January salaries, arrears, allowances etc have been captured for payment in February payroll. Normally these will appear as arrears on the employee's payslip.

4.8.9 Retro Pay

NOTE: ENSURE ORIGINAL SOE REPORTS (FOR THE MISSED MONTH OF JANUARY 2009) ARE AVAILABLE FOR VIEWING. HRCONNECT WILL COMPARE THE JANUARY SOE REPORTS WITH THE JANUARY ARREARS AMOUNTS DISPLAYED IN THE FEBRUARY SOE – THESE SHOULD BE THE SAME.

Run **Retro Pay** process in February 2009 at agreed time in month

Ensure original SOE print outs for the missed month of January are the same after February's Retro Pay is run ie January payments are displayed in February's Retro Pay as arrears

4.9 Payroll Only Employees

NOTE ONE: EMAIL ADDRESSES ARE NOT HELD ON THE SYSTEM FOR PAYROLL ONLY EMPLOYEES; ANY COMMUNICATION REQUIRED WITH PAYROLL ONLY EMPLOYEES SHOULD BE CONDUCTED VIA DEPARTMENTAL HR.

NOTE TWO: FOR GUIDANCE ON HOW TO PROCEED IN SITUATIONS OTHER THAN THOSE OUTLINED BELOW, PLEASE CONTACT A PAYROLL MANAGER OR PAYROLL TEAM LEADER.

4.9.1 DARD VOTs, TVOs and Vets

4.9.1.1 Check Payroll Only Set-up

Open HRMS

Click on the **'Enter and Maintain'** link to open the **Find Person** screen

Search for the employee's record

Click on the **'Assignment'** button to open the **Assignment** screen

Click in the **'Group'** field ([Fig 68.a](#)) to open the **NICS People Group** screen ([Fig 69](#))

In the **'Payroll Only Claimant'** field ([Fig 69.a](#)), ensure that **'No'** is selected from the list of values

Click on the **'OK'** button

When prompted click on the **'Correction'** button ([Fig 70.a](#)) then **'OK'**

Click on **'Save'**

A warning screen may be displayed asking to remove element entries; if this occurs, click on the **'OK'** button ([Fig 71.a](#)) to close the screen

4.9.1.2 Input Salary

Open HRMS

Click on the **'Enter and Maintain'** link to open the **Find Person** screen

Search for the employee's record

Click on the **'Assignment'** button to open the **Assignment** screen

Datetrack to 1st date of relevant pay period

In the **'Salary Basis'** field select **'Personal pay point'**

Select the **'Salary Information'** tab

Click on the **'Salary'** button to open the **Current Salary** screen ([Fig 75](#))

Figure 75 Current Salary screen

HRCONNECT Preferences Close Window

Salary Add New Salary **a**

Employee Name: [Redacted] Employee Number: [Redacted]
 Manager: [Redacted] Assignment Number: [Redacted]
 Organization: DOE, Payroll Only Job: FTE 1 (37 Hours/Week)
 Assignment Category: Casual Reduced Hours Effective Date 01-Oct-2009
 GBP = Pound Sterling

Current Salary

From	01-Jun-2009	To	
Salary	2700.00 GBP Annually	Status	Approved
Change Amount	2700.00 GBP Annually	Reason for Change	
Change %		Next Salary Review	
Annualized Salary	2700.00 GBP	Ranking	
Full Time Annualized Salary	2700.00 GBP	Performance Review	
FTE Factor	1	Performance Rating	
Annual Salary in Alt. Currency			
Last Period Processed	30-Sep-2009		

Grade Salary Limits

Grade: NON|Sandwich Course Student|002|312
 Grade Details as of Step: 01-Oct-2009
 Grade Ladder: GBP
 Currency: GBP
 Salary Range: Midpoint
 Comparison: Quartile
 Range Position

Salary Basis Details

Salary Basis: Personal Pay Point
 Pay Basis: Annual Salary
 Currency: GBP
 Bases/Year: 1
 Element Name: Salary Personal Pay Point
 Input Value: Annual Amount

Recent Performance
 Not Available

Salary History Peer Averages Peer Comparison Salary Market Data

Correct

Details	From	To	Change	%	Salary	Annualized Salary	Currency	Salary Basis	Status
Show	01-Jun-2009		2700.00		2700.00	2700.00	GBP	Personal Pay Point	Approved

Salary History Peer Averages Peer Comparison Salary Market Data

Add New Salary

Click on the 'Add New Salary' button ([Fig 75.a](#)) to open the New Salary screen ([Fig 76](#))

Figure 76 New Salary screen

HRCONNECT Preferences Close Window

Salary Cancel Apply **e**

Employee Name: [Redacted] Employee Number: [Redacted]
 Manager: [Redacted] Assignment Number: [Redacted]
 Organization: DOE, Payroll Only Job: FTE 1 (37 Hours/Week)
 Assignment Category: Casual Reduced Hours
 GBP = Pound Sterling

New Salary

* From: [Calendar Icon] (example: 16-Sep-2009) To: [Calendar Icon]
 Status: Proposed **c**

Current Salary: [Field] GBP Annually Reason for Change: [Dropdown]
 New Salary: [Field] GBP Annually Next Salary Review: [Calendar Icon]
 Change Amount: [Field] Ranking: [Field]
 Change %: [Field] Performance Review: [Field]
 Annualized Salary: [Field] Performance Rating: [Field]
 Full Time Annualized Salary: [Field]
 FTE Factor: 1
 Annual Salary in Alt. Currency: [Field]
 Last Period Processed: 30-Sep-2009

Grade Salary Limits

Grade: NON|Sandwich Course Student|002|312
 Grade Details as of Step: 01 Oct 2009
 Grade Ladder: GBP
 Currency: GBP
 Salary Range: Midpoint
 Comparison: Quartile
 Range Position

Salary Basis Details

Salary Basis: Personal Pay Poi
 Pay Basis: Annual Salary
 Currency: GBP
 Bases/Year: 1
 Element Name: Salary Personal Pay Point
 Input Value: Annual Amount

*Component	Change Amount	Change %	Status	Details	Delete
No components defined					
Add Row					
Total	0	0			

a **b**

In the 'From' calendar field ([Fig 76.a](#)) enter the first date of the month to be paid
 In the 'Current New Salary' field ([Fig 76.b](#)) enter the new salary

Title: Payroll – Non Industrial – Maintaining Employee Data

Document Ref: FJS/SSC/000/PRO/0163

Status: Approved

Classification: RESTRICTED

Page:

103 of 134

◆ To calculate the new salary, multiply the value to be paid by 12 (from s/sheet)
 In the 'To' calendar field ([Fig 76.c](#)) enter the last date of the month to be paid
 In the 'Status' list field ([Fig 76.d](#)), select 'Approved' from the list of values
 Click on the 'Apply' button ([Fig 76.e](#)) to save changes
 Close

NOTE: DO NOT INPUT THE SALARY USING THE ADJUST SALARY ELEMENT.

4.9.1.3 Entering Overtime

NOTE: VETS, VOTS AND TVOS SHOULD NOT HAVE OVERTIME ENTERED VIA OTL. THEY ARE PAID AT AN UNCAPPED RATE AND PAID UNDER THE APPROPRIATE ADJUST ELEMENT. OVERTIME FOR THESE EMPLOYEES IS FORWARDED ON A SPREADSHEET MONTHLY FROM DEPARTMENTAL HR.

On receipt of this spreadsheet, please complete the procedures below:
 Inform a Payroll Manager.

If instructed to do so, please enter the overtime by completing the procedures below:

Open HRMS

Click on the 'Enter and Maintain' link to open the Find Person screen

Use the Datetrack function in HRMS to set the effective date to the first date of the relevant Pay Period

Search for the employee's record

Click on the 'Assignment' button to open the Assignment screen

Click on the 'Entries' button to open the Element Entries screen

Click in a new 'Element Name' list field and select the appropriate adjust element from the list of values

Click on the 'Entry Values' button to open the Entry Values screen

Complete the required fields in the Entry Values screen as appropriate

Save

Close

4.9.2 Electoral Office and Audit Office

NOTE: THE ELECTORAL OFFICE AND (NIAO) AUDIT OFFICE ARE HELD IN ORACLE FOR THE PURPOSES OF PAYMENT, BUT THEIR EMPLOYEES DO NOT HAVE ACCESS TO THE SELF SERVICE PORTAL. IF THESE EMPLOYEES REQUEST A CHANGE OF BANK DETAILS OR SEND IN OVERTIME IT MUST BE INPUT BY THE SSC.

4.9.2.1 Entering Overtime

NOTE ONE: OVERTIME IS SENT IN ON A WEEKLY BASIS VIA SPREADSHEET. THE SPREADSHEETS ARE STORED AT THE FOLLOWING LOCATIONS:

- ◆ [G:\NIO\Payroll\Spreadsheets for Input\\[Month\] Input\ \(Electoral Office\)](#)
- ◆ [G:\NICS\Payroll\Spreadsheets for Input\\[Month\] Input\ \(NIAO\)](#)

NOTE TWO: FOR FURTHER INFORMATION ON ENTERING OVERTIME, PLEASE SEE THE TIME AND CLAIMABLE ALLOWANCES PROCEDURE – MANUAL CLAIM FOR TIME AND TIME BASED ALLOWANCES SECTION.)

4.9.3 How to input Payroll Only

If the employee's payroll only indicator is set to 'Yes', please follow the procedures below to input any pay:

Open HRMS

Click on the 'Enter and Maintain' link to open the **Find Person** screen

Use the Datetrack function in HRMS to set the effective date to the first date of the relevant Pay Period

Search for the employee's record

Click on the 'Assignment' button to open the **Assignment** screen

Click on the 'Entries' button to open the **Element Entries** screen

Click in a new 'Element Name' list field and select 'Salary Non Pensionable' from the list of values

Click on the 'Entry Values' button to open the **Entry Values** screen

In the 'Pay Value' free text field, enter the cash amount

Save

Close

NOTE ONE: IF THERE IS MORE THAN ONE ENTRY FOR AN EMPLOYEE, PLEASE LEAVE A NOTE IN THE ATTACHMENTS TO EXPLAIN HOW THE TOTAL IS MADE UP

NOTE TWO: IF VALUES ALREADY EXIST ON THE EMPLOYEE'S RECORD AND YOU HAVE ANY DOUBTS PLEASE SEE A PAYROLL TEAM LEADER OR PAYROLL MANAGER SO THAT THE ISSUE CAN BE INVESTIGATED FURTHER.

4.9.4 Statutory Entitlements to Fee Paid Payroll Only Participants

This section describes how statutory entitlements (SSP, SMP and SPP) should be processed via HRConnect for fee paid office holders.

Form PR-STAT 1.0 will detail the following:

- Statutory payment type
- Start date of absence
- Number of days to be paid
- The rate of pay (SMP only)

On receipt of form PR-STAT 1.0 please complete the steps outlined below.

4.9.4.1 Statutory Sick Pay

- ◆ Search for the employee's record
- ◆ Click on the 'Assignment' button to open the Assignment screen
- ◆ Click on the 'Entries' button to open the **Element Entries** screen
- ◆ Click in a new 'Element Name' list field select the following from the list of values:
 - Payroll Only SSP
- ◆ Click on the 'Entry Values' button to open the **Entry Values** screen ([Fig 77](#))
- ◆ In the 'Days to be Paid' field ([Fig 77.a](#)) enter the number of days supplied on the form.
- ◆ In the 'Absence Start Date' field ([Fig 77.b](#)) enter the absence start date supplied on the form.
- ◆ Save and close.

Figure 77: Statutory Sick Pay – Fee Paid Only Staff

Oracle Applications - HR:ENR2 - Cloned from HR:CLIVE as at 26/07/15

File Edit View Folder Tools Window Help

Period: 10 2016 Calendar Month (01-JAN-2016)

Classification:

Processing Types:

- ☒ Recurring
- ☐ Nonrecurring
- ☐ Both

Override:

Additional:

Processed:

Retroactive:

Element Name	Processing Type	Costing	Reason	Effective Dates From	Effective Dates To
Payroll Only SSP	Nonrecurring			01-JAN-2016	31-JAN-2016

Entry Values:

Pay Value:

Days to be Paid: 5

Absence Start Date: 01-JAN-2016

Pensionable:

Further Entry Information:

A

B

4.9.4.2 Statutory Maternity Pay

- ◆ Search for the employee's record
- ◆ Click on the 'Assignment' button to open the Assignment screen
- ◆ Click on the 'Entries' button to open the **Element Entries** screen
- ◆ Click in a new 'Element Name' list field select the following from the list of values:
 - Payroll Only SMP
- ◆ Click on the 'Entry Values' button to open the **Entry Values** screen ([Fig 78](#))
- ◆ In the 'Days to be Paid' field ([Fig 78.a](#)) enter the number of days supplied on the form.
- ◆ In the 'Absence Start Date' field ([Fig 78.b](#)) enter the absence start date supplied on the form.
- ◆ In the 'Rate' field ([Fig 78.c](#)) enter the rate of pay supplied on the form.
- ◆ Save and close.

Figure 78: Statutory Maternity Pay – Fee Paid Only Staff

Oracle Applications - HRCEN2 - Cloned from HRCLE as at 26/07/15

Period: 10 2016 Calendar Month (01-JAN-2016)

Classification: [Blank]

Processing Types: ☒ Recuring, ☒ Nonrecuring, ☐ BAK

Override: ☐ Additional, ☐ Processed, ☐ Retroactive

Element Name	Processing Type	Costing	Reason	Effective Dates From	Effective Dates To
Payroll Only SMP	Nonrecuring			01-JAN-2016	31-JAN-2016
Entry Values				01-MAY-2012	
				01-FEB-2013	
				01-NOV-2013	
				06-APR-2015	
				28-APR-2015	

Pay Value: [Blank]

Days to be Paid: 5

Absence Start Date: 01-JAN-2016

Rate: 136.73

Pensionable: [Blank]

A B C

4.9.4.3 Statutory Paternity Pay - Birth

- ◆ Search for the employee's record
- ◆ Click on the 'Assignment' button to open the Assignment screen
- ◆ Click on the 'Entries' button to open the **Element Entries** screen
- ◆ Click in a new 'Element Name' list field select the following from the list of values:
 - Payroll Only SPP Birth
- ◆ Click on the 'Entry Values' button to open the **Entry Values** screen ([Fig 79](#))
- ◆ In the 'Days to be Paid' field ([Fig 79.a](#)) enter the number of days supplied on the form.
- ◆ In the 'Absence Start Date' field ([Fig 79.b](#)) enter the absence start date supplied on the form.
- ◆ Save and close.

Figure 79: Statutory Paternity Pay - Birth

Oracle Applications - HR:INVT2 - Cloned from HR:CLIVE as at 26/07/15

Period: 10 2016 Calendar Month (01-JAN-2016)

Classification:

Processing Types:

- Becoming
- Nonrecurring
- Both

Ownside:

Additional

Processed

Retractive

Effective Dates	From	To
☒	01-JAN-2016	31-JAN-2016
☒	22-OCT-2008	
☒	01-FEB-2013	
☒	01-NOV-2013	
☒	06-APR-2014	
☒	28-APR-2015	

Element Name: Payroll Only SPP Birth

Processing Type: Nonrecurring

Entry Values: 01-JAN-2016

Pay Value:

Days to be Paid: 5

Absence Start Date: 01-JAN-2016

Personable:

4.9.4.4 Statutory Paternity Pay - Adoption

- ◆ Search for the employee's record
- ◆ Click on the 'Assignment' button to open the Assignment screen
- ◆ Click on the 'Entries' button to open the **Element Entries** screen
- ◆ Click in a new 'Element Name' list field select the following from the list of values:
 - Payroll Only SPP Adoption
- ◆ Click on the 'Entry Values' button to open the **Entry Values** screen ([Fig 80](#))
- ◆ In the 'Days to be Paid' field ([Fig 80.a](#)) enter the number of days supplied on the form.
- ◆ In the 'Absence Start Date' field ([Fig 80.b](#)) enter the absence start date supplied on the form.
- ◆ Save and close.

Figure 80: Statutory Paternity Pay - Adoption

Effective Dates	From	To
	01 JAN 2016	31 JAN 2016
	22 OCT 2008	
	01 FEB 2013	
	01 NOV 2013	
	06 APR 2015	
	28 APR 2015	

4.10 FCB Partnership Overrides

The standard Partnership contributions can be overridden with the values supplied in the calculation spreadsheet received from DCAL and stored at the following location: G:\NICS\Payroll\Spreadsheets for Input\[Month] e.g. G:\NICS\Payroll\Spreadsheets for Input\October Input. To do this, please complete the procedures below:

4.10.1.1 Employee Contribution

Open HRMS

Click on the 'Enter and Maintain' link to open the **Find Person** screen

Use the Datetrack function in HRMS to set the effective date to the first date of the relevant Pay Period

Search for the employee's record

Click on the 'Assignment' button to open the **Assignment** screen

Click on the 'Entries' button to open the **Element Entries** screen

Click in a new 'Element Name' list field select one of the following from the list of values, as appropriate:

- ◆ Partnership SWidows EES Contribution Special Inputs
- ◆ Partnership Prudential EES Contribution Special Inputs
- ◆ Partnership Standar EES Contribution Special Inputs

Click on the 'Entry Values' button to open the **Entry Values** screen ([Fig 81](#))

Figure 81: Entry Values screen (Employee Contribution)

In the '**Replacement Amount**' free text field ([Fig 81.a](#)), enter the value of the cash amount from the spreadsheet received from DCAL

Save
Close

4.10.1.2 Employer Contributions

4.10.1.2.1 Standard Contribution

Open HRMS

Click on the '**Enter and Maintain**' link to open the **Find Person** screen

Use the Datetrack function in HRMS to set the effective date to the first date of the relevant Pay Period

Search for the employee's record

Click on the '**Assignment**' button to open the **Assignment** screen

Click on the '**Entries**' button to open the **Element Entries** screen

Click in the '**Element Name**' list field containing one of the following element names, as appropriate:

Title: Payroll – Non Industrial – Maintaining Employee Data

Document Ref: FJS/SSC/000/PRO/0163

Status: Approved

Classification: RESTRICTED

Page:

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- ◆ Partnership SWidows ERS OCP Contribution
- ◆ Partnership Prudential ERS OCP Contribution
- ◆ Partnership Standar ERS OCP Contribution

Click on the 'Entry Values' button to open the **Entry Values** screen ([Fig 82](#))

Figure 82 Entry Values screen (Employer Contribution)

In the 'Pay Value' free text field ([Fig 82.a](#)), enter the value of the cash amount from the spreadsheet received from DCAL

Save (when prompted, select the 'Update' option)

Close

NOTE: THIS WILL BYPASS THE DEDUCTION FORMULA. AS A RESULT AN ADDITIONAL ELEMENT WILL BE NEEDED TO PROCESS THE 0.8% MINI-ASLC (DEATH IN SERVICE BENEFIT). FOLLOW THE PROCEDURES IN SECTION 4.10.1.2.2.

4.10.1.2.2 Mini-ASLC Contribution

Open HRMS

Click on the 'Enter and Maintain' link to open the **Find Person** screen

Use the Datetrack function in HRMS to set the effective date to the first date of the relevant Pay Period

Search for the employee's record

Click on the '**Assignment**' button to open the **Assignment** screen

Click on the '**Entries**' button to open the **Element Entries** screen

Click in a new '**Element Name**' list field select one of the following from the list of values, as appropriate:

- ◆ Partnership Quarantine ERS OCP ASLC

Click on the '**Entry Values**' button to open the **Entry Values** screen ([Fig 83](#))

Figure 83 Entry Values screen (Mini-ASLC Contribution)

Pay Value

Further Entry Information

Date Earned

Original Date Earned

Payee Details

Processing Priority 6510

☐ Show Adjustment

In the '**Pay Value**' free text field ([Fig 83.a](#)), enter the value of the cash amount from the spreadsheet received from DCAL

Save (when prompted, select the '**Update**' option)

Close

4.11 NI Arrears

Oracle does not recalculate NI arrears if the record is changed; it only calculates the amount due for the current period.

Three elements must be input on the employee's record; these depend on the scenario being processed. The most common scenarios are:

NI code A to D

NI code D to A

NI code A or D to C

We are only required to recalculate NI rebates or refunds in the current tax year, for both employee and employer.

To recalculate NI arrears and configure the employee's record appropriately, please follow the procedures below.

4.11.1 Calculate NI due

Calculate NI due for each period on corrected NI code for employee and employer.

From Statement of Earnings get NI paid for each period of the incorrect NI code, for employee and employer.

Using the current tax year figures make a note of the LEL (Lower Earnings Limit), ET (Earnings Threshold), UAP (Upper Accrual Point) and UEL (Upper Earnings Limit) for each period being calculated.

Calculate the NIable pay for the period i.e. all pay subject to NI contributions/on which NI has been calculated. Please note that for Industrial employees not all elements are NIable

If calculating for more than 1 period, taking each element separately, employee contributions, employer contributions, LEL, ET, UAP and UEL add the months together so you have an overall total due to be paid/deducted for each element i.e. employee for January = 46.17, February = 45.03 Total = £91.20

4.11.2 Configure Employee Record

4.11.2.1 Input element to deduct the values from the incorrect NI code

Open HRMS

Click on the '**Enter and Maintain**' link to open the **Find Person** screen

Search for the employee's record

Use the Datetrack function in HRMS to set the effective date to the first date of the next pay period

Click on the '**Assignment**' button to open the **Assignment** screen

Click on the '**Entries**' button to open the **Element Entries** screen

In the next available '**Element Name**' list field, select one of the following element names from the list of values, as appropriate:

- ◆ NI A
- ◆ NI D
- ◆ NI C

Click on the '**Entry Values**' button to open the **Entry Values** screen ([Fig 84](#))

Figure 84 Entry Values screen (deduct values from incorrect NI code)

Pay Value	-124.64	a
NI Able	-3522.00	b
NI CO Able		
NI CO Employee		
NI Employer	-462.52	c
NI Able LEL	-824.00	d
NI Able UEL		e
NI Able ET	-128.00	f
NI Ers Rebate		
NI Able EET		
NI Able AUCL		
NI EE AUCL		
NI Able UAP	-2570.00	g
Further Entry Information		
Date Earned		
Original Date Earned		
Payee Details		
Processing Priority	5012	

In the 'Pay Value' field ([Fig 84.a](#)) enter the amount of NI that was deducted in error as a negative value

In the 'NI Able' field ([Fig 84.b](#)) enter the amount of pay subject to NI contributions that was used to calculate the NI deduction

In the 'NI Employer' field ([Fig 84.c](#)) enter the amount the employer has paid towards the incorrect NI code, as a negative value

In the 'NI Able LEL' field ([Fig 84.d](#)) enter the LEL value as a negative figure

In the 'NI Able UEL' field ([Fig 84.e](#)) enter the UEL value as a negative figure

In the 'NI Able ET' field ([Fig 84.f](#)) enter the ET value as a negative figure

In the 'NI Able UAP' field ([Fig 84.g](#)) enter the UAP value as a negative figure

Save

Close

4.11.2.2 Input element to deduct NI from the correct NI code

Open HRMS

Click on the 'Enter and Maintain' link to open the **Find Person** screen

Search for the employee's record

Use the Datetrack function in HRMS to set the effective date to the first date of the next pay period

Click on the **'Assignment'** button to open the **Assignment** screen

Click on the **'Entries'** button to open the **Element Entries** screen

In the next available **'Element Name'** list field, select one of the following element names from the list of values, as appropriate:

- ◆ NI A
- ◆ NI D
- ◆ NI C

Click on the **'Entry Values'** button to open the **Entry Values** screen ([Fig 85](#))

Figure 85 Entry Values screen (deduct values from correct NI code)

Pay Value	0.00	a
NI Able	3522.00	b
NI CO Able		
NI CO Employee		
NI Employer	328.96	c
NI Able LEL	824.00	d
NI Able UEL		e
NI Able ET	128.00	f
NI Ers Rebate		
NI Able EET		
NI Able AUUEL		
NI EE AUUEL		
NI Able UAP	2570.00	g
Further Entry Information		
Date Earned		
Original Date Earned		
Payee Details		
Processing Priority	5020	

In the **'Pay Value'** field ([Fig 85.a](#)) enter the amount of NI that should have been deducted as a positive value

In the **'NI Able'** field ([Fig 85.b](#)) enter the amount of pay subject to NI contributions that was used to calculate the NI deduction

In the **'NI Employer'** field ([Fig 85.c](#)) enter the amount that the employer should have been deducted as a positive value

In the '**NI Able LEL**' field ([Fig 85.d](#)) enter the LEL value as a positive figure
In the '**NI Able UEL**' field ([Fig 85.e](#)) enter the UEL value as a positive figure
In the '**NI Able ET**' field ([Fig 85.f](#)) enter the ET value as a positive figure
In the '**NI Able UAP**' field ([Fig 85.g](#)) enter the UAP value as a positive figure
Save
Close

4.11.2.3 Input element to ensure correct employers balance is held

Open HRMS

Click on the **'Enter and Maintain'** link to open the **Find Person** screen

Search for the employee's record

Use the Datetrack function in HRMS to set the effective date to the first date of the next pay period

Click on the **'Assignment'** button to open the **Assignment** screen

Click on the **'Entries'** button to open the **Element Entries** screen

In the next available **'Element Name'** list field, select **'NI Employer'** from the list of values

Click on the **'Entry Values'** button to open the **Entry Values** screen (Fig 86)

Figure 86 Entry Values screen (NI Employer element)

[illegible]

In the 'Pay Value' field ([Fig 86.a](#)) enter the difference between the amounts for each NI code for the employer's deduction

NOTE: THE DIFFERENCE BETWEEN THE AMOUNTS FOR EACH NI CODE FOR THE EMPLOYER'S DEDUCTION CAN BE CALCULATED AS FOLLOWS (this value can be positive or negative, depending on the scenario):

- ◆ INCORRECT AMOUNT (NEGATIVE VALUE) PLUS CORRECT AMOUNT (POSITIVE VALUE)

Save
Close

4.11.2.4 Check Values

Run Quick Pay for the current period to check that the values are as expected. (For further information please refer to section 4.4.5.)

4.12 Bulk Transfers and Terminations

The following procedure section details how to extract the Employee's HR and Payroll data for transfer to the recipient payroll provider and subsequently terminate the Employees from the HRConnect system.

Three programs are used:

HR Data Extraction Program

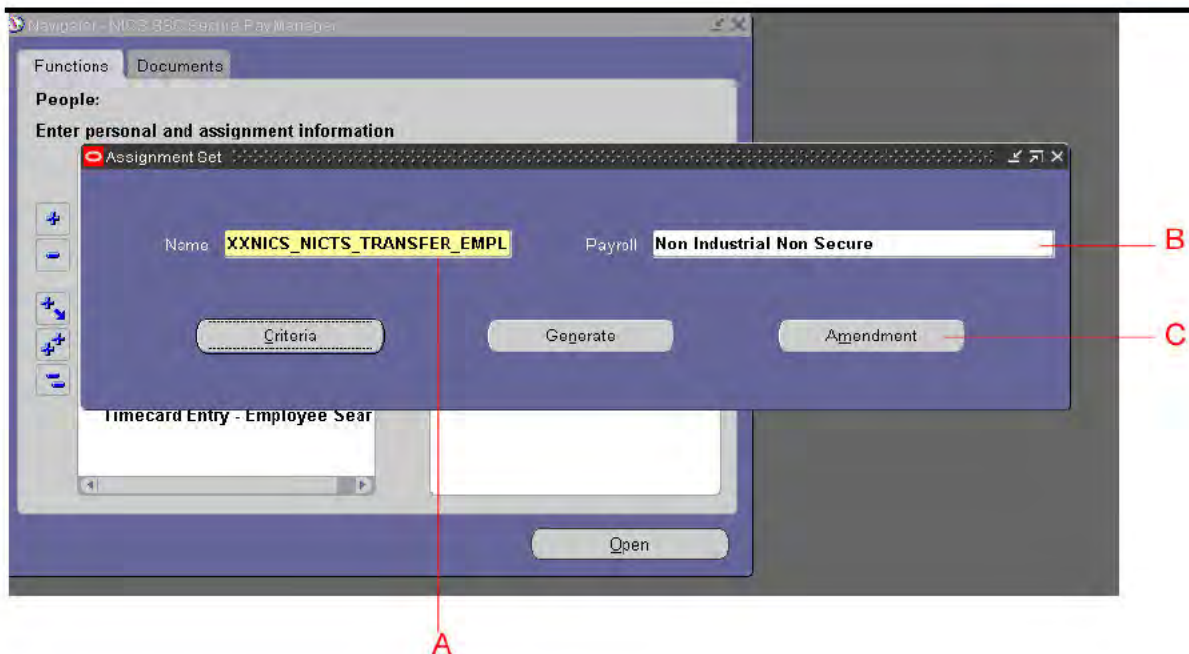
Payroll Data Extraction Program

Employee Termination Program

Each program produces an output which can be saved in spreadsheet format.

Please note: this procedure can be applied to any bulk transfer or termination.

Figure 87: Create Assignment Set



4.12.1 Extract HR and Payroll Data

4.12.1.1 Create the Assignment Set

Login to Oracle under the Secure Payroll Manager responsibility.

From the Navigator menu select '**Assignment Sets**' from the '**Manage SSC Payroll**' list. Enter the Assignment Set name ([Fig 87.a](#)); using the naming convention detailed below, simply incrementing the final number by one for each new set created.

'XXNICS_NICTS_TRANSFER_EMPLOYEE_LIST_SSC1'

Select one of the following from the '**Payroll**' list of values ([Fig 87.b](#)):

- ◆ Non Industrial Non Secure
- ◆ Non Industrial Secure

Save the Assignment Set

Click on **Amendment** ([Fig 87.c](#)) to add Employees to the Assignment Set

Figure 88: Add Employees to Assignment Set

Inc/Exc	Full Name	Assignment Num	Current
INCLUDE			Yes

Select **Include** from the 'Inc/Exc' list of values ([Fig 88.a](#))

Enter either the Employee's **Full Name** ([Fig 88.b](#)) or **Assignment Num** ([Fig 88.c](#)) to populate the Employee's details.

The '**Current**' field ([Fig 88.d](#)) will prepopulate once the Employee's name and number have been entered.

Save the Assignment Set once all the Employee's have been added.

4.12.1.2 Run Concurrent Extraction Program

Figure 89: Submit Processes and Reports

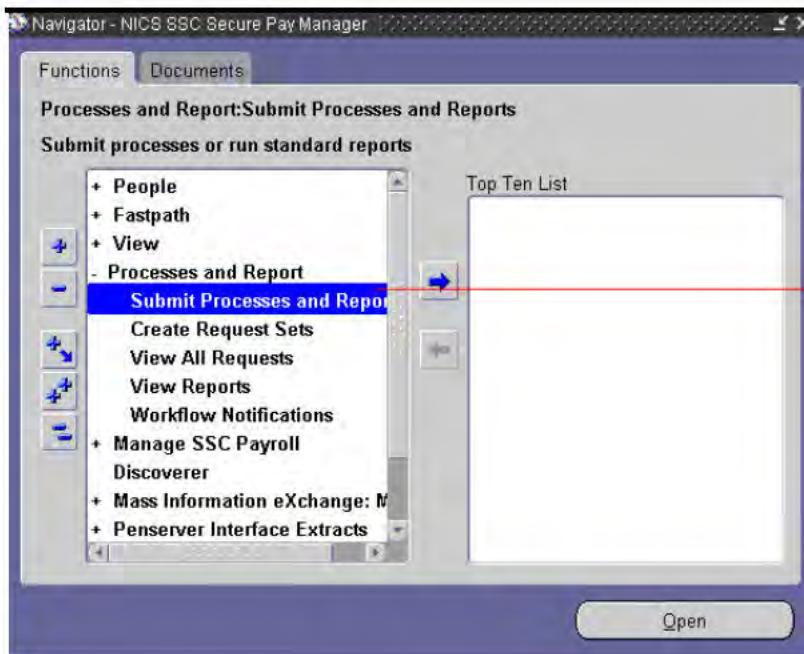
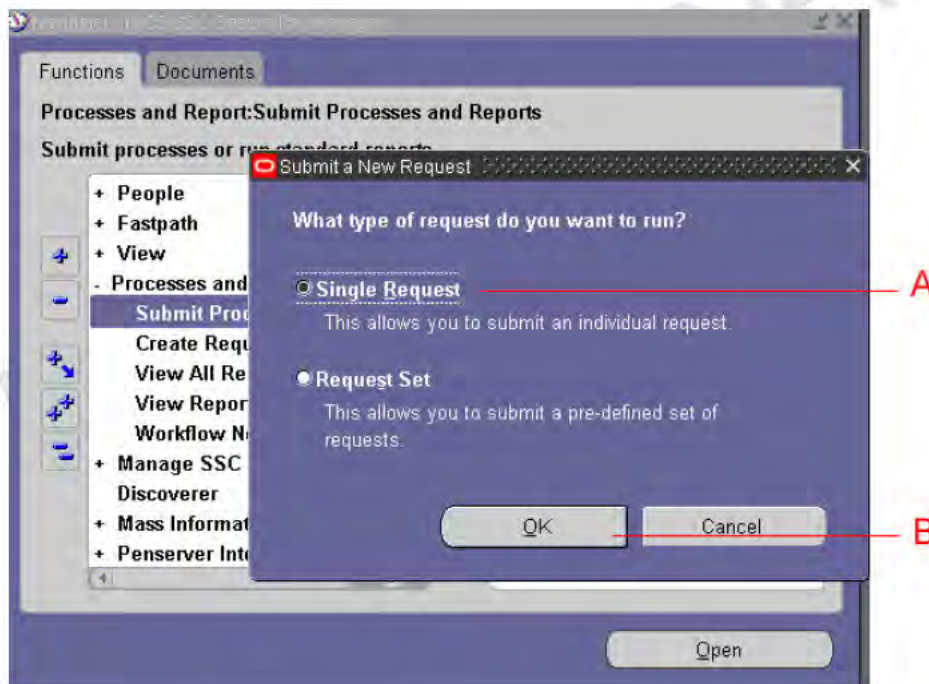


Figure 90: Single Request



Select 'Submit Processes and Reports' from the Navigator menu ([Fig 89.a](#))
 Select 'Single Request' ([Fig 90.a](#)); and press 'OK' ([Fig 90.b](#))

Figure 91: Run Request

Submit Request

Run this Request...

Name: **XXNICS NICTS Transfer HR Details Extract** (A)

Parameters: **XXNICS_NICTS_TRANSFER_EMPLOYEE_LIST_SSC1** (B)

Language: **American English**

Language Settings... Debug Options...

At these Times...

Run the Job: **As Soon as Possible**

Schedule...

Upon Completion...

☒ Save all Output Files

Layout:

Notify:

Print to: **noprint**

Options...

Help (C) Submit (C) Cancel

Figure 92: Payroll Requests

Submit Request

Run this Request...

Name: **XXNICS NICTS Transfer Payroll Details Extract**

Parameters:

Language: **American English**

Language Settings... Debug Options...

At these Times...

Run the Job:

Upon Completion...

☐ Save all Output Files

Layout:

Notify:

Print to: **noprint**

Help (C) Submit Cancel

Parameters

Assignment Set Name: **XXNICS_NICTS_TRANSFER_EMPLOYEE_LIST_SSC1**

Date Last Worked: **30/04/2011** (A)

OK Cancel Clear Help

In the '**Name**' field (Fig 91.a); enter the appropriate program name:

'XXNICS NICTS Transfer HR Details Extract'

'XXNICS NICTS Transfer Payroll Details Extract'

In the '**Parameters**' field (Fig 91.b); enter the Assignment Set name.

PLEASE NOTE: When running the Payroll Extraction program the **'Date Last Worked'** ([Fig 92.a](#)) must also be entered
Press the **'Submit'** button ([Fig 91.c](#)); to run the request

Figure 93: View Request Output

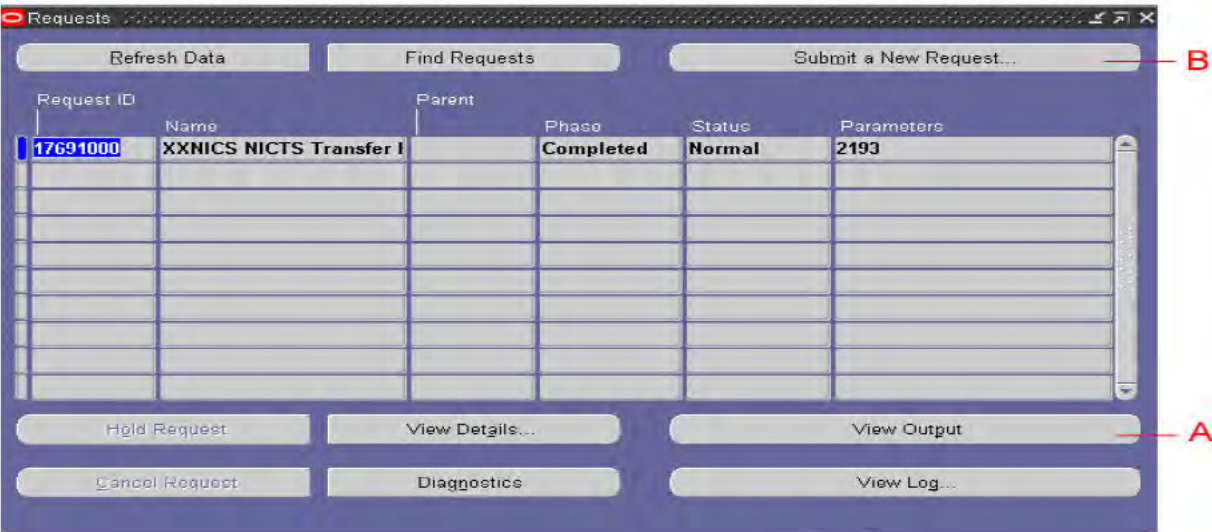
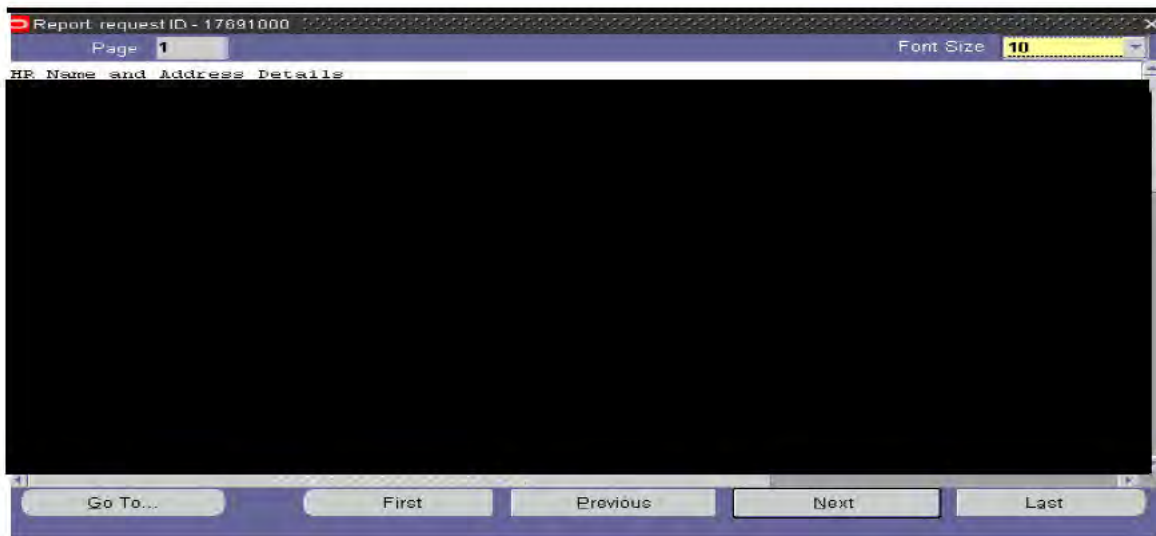
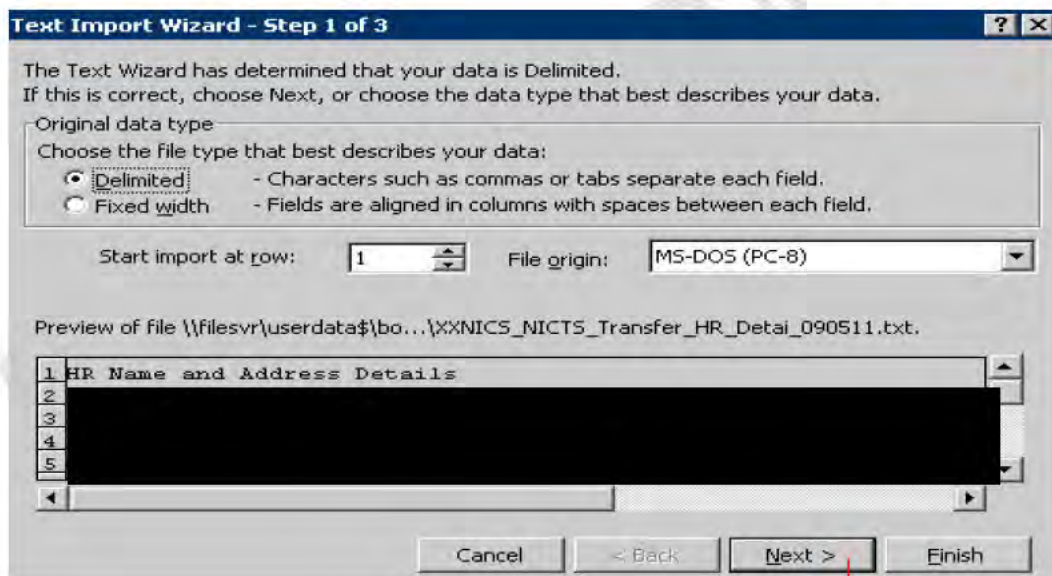


Figure 94: Output File



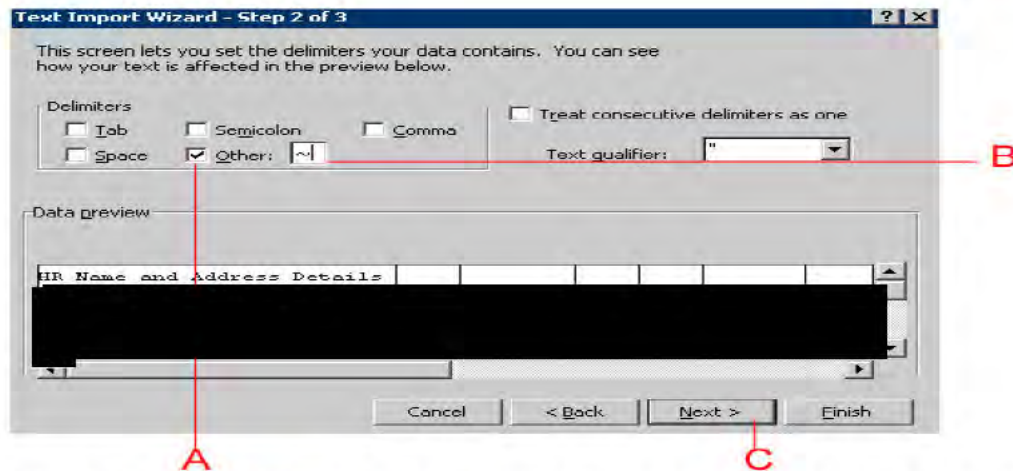
Once the request has finished click on the 'View Output' button ([Fig 92.a](#))
 The extract data will be displayed ([Fig 93](#))
 From the 'Tools' menu select 'Copy File'
 Save the file as a Text file.

Figure 95: Text Import Wizard



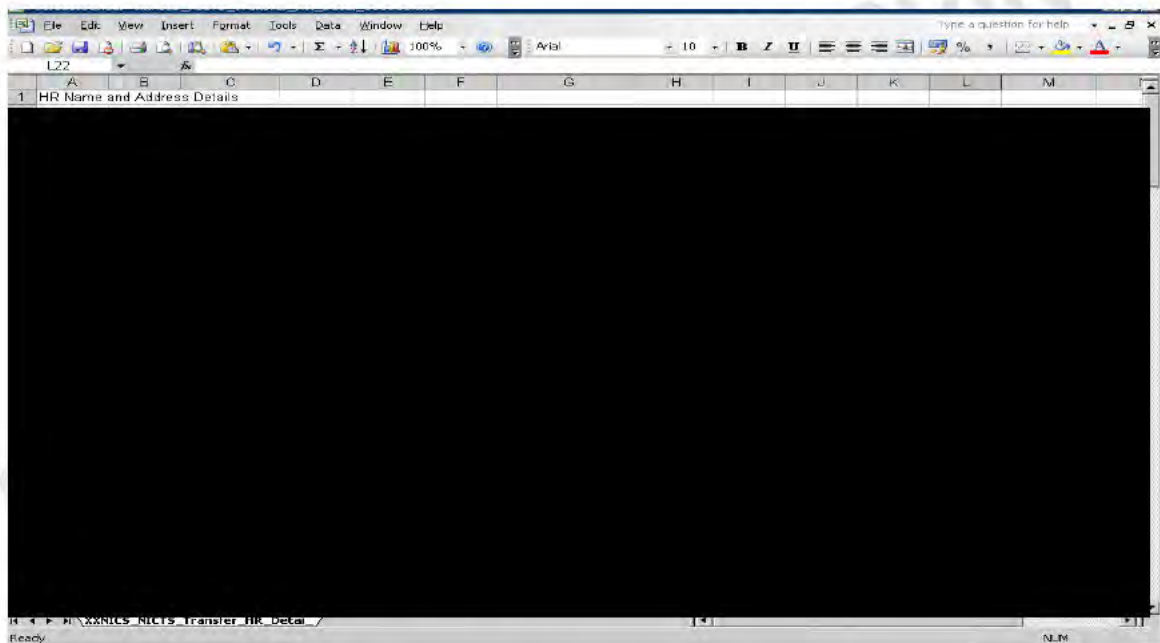
Open Excel → File → Open → Select 'All Files'
 Select the saved Text file which will open the 'Text Input Wizard'
 Select 'Next' ([Fig 94.a](#))

Figure 96: Adding Delimiters



Check 'Other' (Fig 95.a); in the Delimiters selection and enter the symbol '~' (Fig 95.b)
Select 'Next' (Fig 95.c) and Finish

Figure 97: Excel Format



The HR or Payroll Data will be displayed in Excel Format
If required copy and paste the data into the appropriate template and issue as required.
Please Note: the extract spreadsheet templates are stored at the following location:
<G:\NIO\Payroll\DOJ TRANSFER TEMPLATES>

4.12.1.3 Additional Payroll Checks

From the Payroll extraction data check the Employee's 'Payroll Salary Deductions'.

No adjustments should be made to the Employee's final salary including annual leave buyout, recovery of outstanding payment balance or term-time overpayment adjustments.
If the Employee is transferring ensure that any salary deduction information is passed onto the recipient payroll provider.
Ensure that for transfers P45s are not issued to the Employee but sent to DHR

4.12.2 Terminate Employees

The termination program will terminate the Employee's in the Assignment Set
Select '**Submit a New Request**' ([Fig 93.b](#)) to open the **Submit Request** screen
In the '**Name**' field ([Fig 91.a](#)); enter the following program name:
'XXNICS Auto Termination Process'
Click in the Parameters field ([Fig 91.b](#)) to open the Parameters screen

Figure 98: Termination Parameters

The screenshot shows two overlapping windows. The background window is titled 'Submit Request' and contains fields for 'Name' (XXNICS NICTS Transfer Terminate Employees), 'Parameters', and 'Language' (American English). The foreground window is titled 'Parameters' and contains three fields: 'Termination Date' (31-MAR-2011), 'Leaving Reason' (Transfer to Non Participant Organisation), and 'Assignment Set' (XXNICS_NICTS_TRANSFER_EMPLOYEE_LIST). Red lines labeled A, B, and C point to these three fields respectively. The 'Parameters' window also has 'OK', 'Cancel', 'Clear', and 'Help' buttons at the bottom.

In the '**Termination Date**' field ([Fig 98.a](#)); enter the date the Employee's are to be terminated
In the '**Leaving Reason**' field ([Fig 98.b](#)); enter the leaving reason
In the '**Assignment Set**' field ([Fig 98.c](#)); enter the Assignment Set name
Press the '**Submit**' button ([Fig 91.c](#)); to run the request
Once the request has finished click on the '**View Output**' button ([Fig 92.a](#))
The log file will contain:
The number of records processed to be terminated.
The number of records that have been successfully terminated.
The number of records that have not been terminated successfully.

The list of Employees who have not been terminated successfully with an error message. Investigate all unsuccessful terminations, resolve any issues and terminate manually if required.

Finally run a Leavers Report and cross check it against the Assignment Set. Investigate and resolve any anomalies.

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5 EXCEPTIONS HANDLING

5.1 Incorrect Bank Details

If the incorrect bank details have been received from the employee, an advisor should make a telephone call to the employee to collect the correct details.

If the employee cannot be reached by telephone, an advisor should generate the **L Incorrect Bank Details** letter (Follow Letter Generation Procedure – Export Data Section).

5.2 Home Civil Service (HCS) Employees – Payroll forms

If any HCS payroll forms (visually these will be different to the standard HRConnect forms) arrive in HRConnect for HCS employees they should be emailed to HCS at Millbank as soon as possible. The current contact details are:



Also refer to the External Contact Details for further information if required.

Ensure these forms are emailed as soon as possible as they may impact on an employee's pay.

6 ESCALATIONS

In the event of a non-standard occurrence or a request for non-standard information/advice the following escalation route should be followed.

6.1 Who?

Contact either:
Layer 3 payroll administrator
Payroll Team Manager.

6.2 When?

When it is not possible to answer a query due to one or more of the following:
Unfamiliar with the query
Unsure of how to proceed.

6.3 How?

Escalate via a Service Request or a warm transfer. If in any doubt whether to escalate, discuss with the Contact Centre Manager.

7 APPENDIX A – ACCEPTED FORMS OF COMMUNICATION & APPROVAL

Query / Change	Accepted Format	Approved By:
Payroll Enquiry	White Mail/Email/Telephone	Employee / Line Manager
Change of Bank Details	Form/Email	Employee
Union Subscription	Form	Union
Change of Address	White Mail/Email/Telephone	Employee
Excess Fares	Form	Line Manager
Deputising Allowance	Form	Line Manager
P45	Form	Employee
P46	Form	Employee
Age Exception Certificate (National Insurance)	Form	HMRC
P38 (s)	Form	Employee
National Insurance Card	Form	HMRC
Pension Joiner / Change	Form/Email/Telephone	CSP
Application to Join 3rd party Organisation	Form	Employee
Court Orders	Form	Court Authority
Rent Arrears	Form	Housing Executive
Application for eligibility based advancement	Form	Departmental HR
Application for bicycle loan (NIO only)	Form	Line Manager
CMED Nursery Subsidy	Form	Departmental HR

8 APPENDIX B– NATIONAL INSURANCE CATEGORIES

If employee is in a pension scheme:

(C) Classic
(C+) Classic Plus
(J) Judicial
(N) Nuvo
(P) Premium

} D

If employee is not in a pension scheme or is in a partnership scheme:

(PPT) Partnership
(PSL) Standard Life
(PSW) Scottish Widows
(PAM) Partnership AMP
(Z) Opted out of pension

} A

Employees can also have one of the following NI categories if the appropriate paperwork has been received:

C – Age Exemption

X – Death in Service/not required to pay as informed by HMRC

L – Paying minimum 1%, in pension scheme

J – Paying minimum 1%, not in pension scheme

E – Married woman's reduced contributions, in pension scheme

B – Married woman's reduced contributions, not in pension scheme

9 APPENDIX C – NATIONAL INSURANCE CALCULATIONS

To calculate NI for full tax year:

- Navigate to the Assignment Process Results screen
- Search for the employee
- Highlight the row showing the 'Run' for March at the end of the tax year that is to be recalculated
- Select 'Balances' – Balance matrix Window.
- Ctrl F11 to bring up all data
- F11
- Search using NI%. This will bring back all the NI related elements
- Check the employee and employer quoted by HMRC in letter match the system
- Using the HMRC tables for the correct year, calculate the correct NI based on the NI able figure shown
- **Do this for employee and employer**

Note: If any clarification is required contact the Payroll Team Leader.

To calculate NI for a part year:

- Navigate to the Assignment Process Results screen and find your employee
- Highlight the row showing the 'Run' for March at the end of the tax year that is to be recalculated
- Select 'Balances' – Balance matrix Window.
- Ctrl F11 to bring up all data
- F11
- Search using NI%. This will bring back all the NI related elements
- Check the employee and employer quoted by HMRC in letter match the system
- Print a copy of this data, ensuring you can see NI able pay, Employee and Employer contributions
- Exit this screen
- Find the month that the NI was last correct, cumulative data to this month will be correct and does not need to be recalculated
- Highlight the row showing the 'Run' for the month
- Select 'Balances' – Balance matrix Window.
- Ctrl F11 to bring up all data
- F11
- Search using NI%. This will bring back all the NI related elements
- Complete calculations below:
 - NI able in March minus NI Able in last correct month
 - Employee in March minus Employee in last correct month
 - Employer in March minus Employer in last correct month
- Using the HMRC tables for the correct year, calculate the correct NI based on the NI able figure calculated for the relevant number of periods
- Add the employer for the correct months to your employer recalculation
- Add the employee for the correct months to your employee recalculation

-
- The figure should match what HMRC has provided – if not contact the Payroll Team Leader.

Note: Employee may not always need to be calculated such as when they are changing to category C. It will be 0.00

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10 APPENDIX D – BUSINESS ASSURANCE

Quality is an important aspect throughout this procedure and checking will be required at different stages of it. There are five different types of checks that will be carried out, and each will have a different symbol next to that area. The following are the symbols used and their associated meanings:



This symbolises that the agent is required to check what they have produced in the adjacent section before completing the section. Self checks should be done when completing system updates or producing an output as a matter of fact and no formal recording on any system is required. It will be assumed that a self check has been completed for all activities. A self check consists of you reviewing the work that has been done and ensuring that it is both accurate and correct as per procedure.



This symbolises that the agent is required to pass what they have produced in the adjacent section to a colleague for checking before carrying on with the task. For emails, the email response should be written but not sent by the primary handler. It should be transferred to a secondary handler who will carry out a check on the email as per guidelines and record a quality ISH to indicate they have done so. The email will then be sent out to the intended recipient. For any system updates where a peer to peer check is required it consists of the peer reviewing the work which has been done and ensuring that it is both accurate and correct as per procedure.



This symbolises that the agent is required to forward what they have produced in the adjacent section to their team leader for checking before carrying on to the next section. As per the Outgoing Mail Procedure, all outgoing mail should be placed within the incoming mail section of your Line Manager. The Line Manager will be required, as per the Outgoing Mail Procedure, to QA the document before it is permitted to be sent. The Line Manager is to record this manually using the individual QA Outgoing Letter monitoring form. Line Managers are then required to enter this information into the Quality Assurance database.



This symbolises that a NICE evaluation is possible at this stage. If the call is selected for review the evaluator (Either Line Manager or Quality Analyst) will analyse the call using the appropriate Evaluation Form via the NICE application.



This symbolises that a Quality Assurance check by the Business Assurance team is completed at this stage. This indicates a SLA check by the Quality Assurance team. System updates and requirements will be identified via specific Quality SLA CRM discoverer reports and the Quality Team will leave the ISH 'QA – SLA'

Performance Managements Checks by QA Team and Line Managers

When reviewing a piece of administrative work for performance management the record must be accessed via CRM and a Quality ISH 'QA – Performance Sample' must be logged when finished indicating that this piece of work has been have completed.

All system related activities and calls made or received could be subject to evaluation if selected as part of random sampling for performance management.

Locating Errors

In all cases where an error has been located and confirmed regarding the accuracy of information on the system, the person discovering it must ensure that the error is corrected immediately.